Layoff Tool – Department User Manual

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1 Layoff Plans – Start to Finish

Below is an outline of the Layoff Plan process for Departments as it relates to the Layoff Tool*:

1. **Department alerts CCD Analyst that it will be in Layoff**.

2. **Department requests access for new tool Users, if necessary**. (See Section 2.2)

3. DPA issues Username and Password to Department User.

4. **Department User logs in to Layoff Tool**.
   - Creates a Layoff Plan. (See Section 3.3)
   - Adds the potentially affected employees. (See Section 3.6)
   - Adds "actual impacted" numbers for each class. (See Section 3.8)
   - Views/prints a summary of the draft Layoff Plan. (See Section 3.9)
   - Submits the Layoff Plan. (See Section 3.11)

5. **Department provides demotional and organizational charts to CCD Analyst via e-mail.**

6. CCD Analyst reviews the electronic Layoff Plan and all documents e-mailed from Department.
   - Rejects the Layoff Plan if any changes are needed.

7. **Department revises Layoff Plan.** (See Section 3.12)
   - Clicks Submit again. (See Section 3.11)

8. CCD Analyst re-reviews the Layoff Plan.
   - Sends Official Layoff Plan electronically to Department for signature.

9. **Department prints, signs, scans, and electronically returns Official Layoff Plan to DPA.** (See Section 3.13)

10. CCD Analyst receives signed plan from Department.
    - Prints partially signed Official Layoff Plan and routes it for DPA review and signatures.
    - Approves plan in Layoff Tool.

11. **Department submits mitigation information for review.** (See Section 3.14)
    - CCD Analyst reviews pending Mitigations for approval or rejection.

12. **Department submits reconciliation info for remaining plan employees.** (See Section 3.14.2)
    - CCD Analyst reviews pending Reconciliations for approval or rejection.

13. Layoff is complete when all plan employees are accounted for.

***Note: Departments still have responsibility for several steps of the layoff process that do not involve the Layoff Tool. Those steps will not be covered here. Departments should consult DPA's main Layoff Manual and should refer questions to their CCD Analyst.**

1.1 Workflow States of Plans in the Layoff Tool

The outline on the previous page describes the actions that move a Layoff Plan from beginning to end. Each phase of that progressive lifecycle has a name. These phases, known as **Workflow States**, are:

- **Preparing –** From the moment a plan is created until the Department clicks Submit.
- **Reviewing –** From the time the Department clicks Submit until the Analyst Approves or Rejects the plan.
- **Revising –** From the time the Analyst Rejects the plan until the Department Submits again.
- **Mitigating –** From the moment the Analyst Approves the plan until the effective date of the Layoff Plan. Department submits names for Mitigation.
- **Reconciling –** From the effective date of Layoff Plan until all employees on plan have been accounted for. Department submits names for Reconciliation.
- **Locked –** Occurs during Mitigation and Reconciliation states every time the Department submits names. Plan will be locked until the Analyst approves or rejects Mitigation and Reconciliation transactions.
- **Final –** When all people on the Layoff plan have been accounted for during Mitigation or Reconciliation, the Layoff Plan is considered closed.

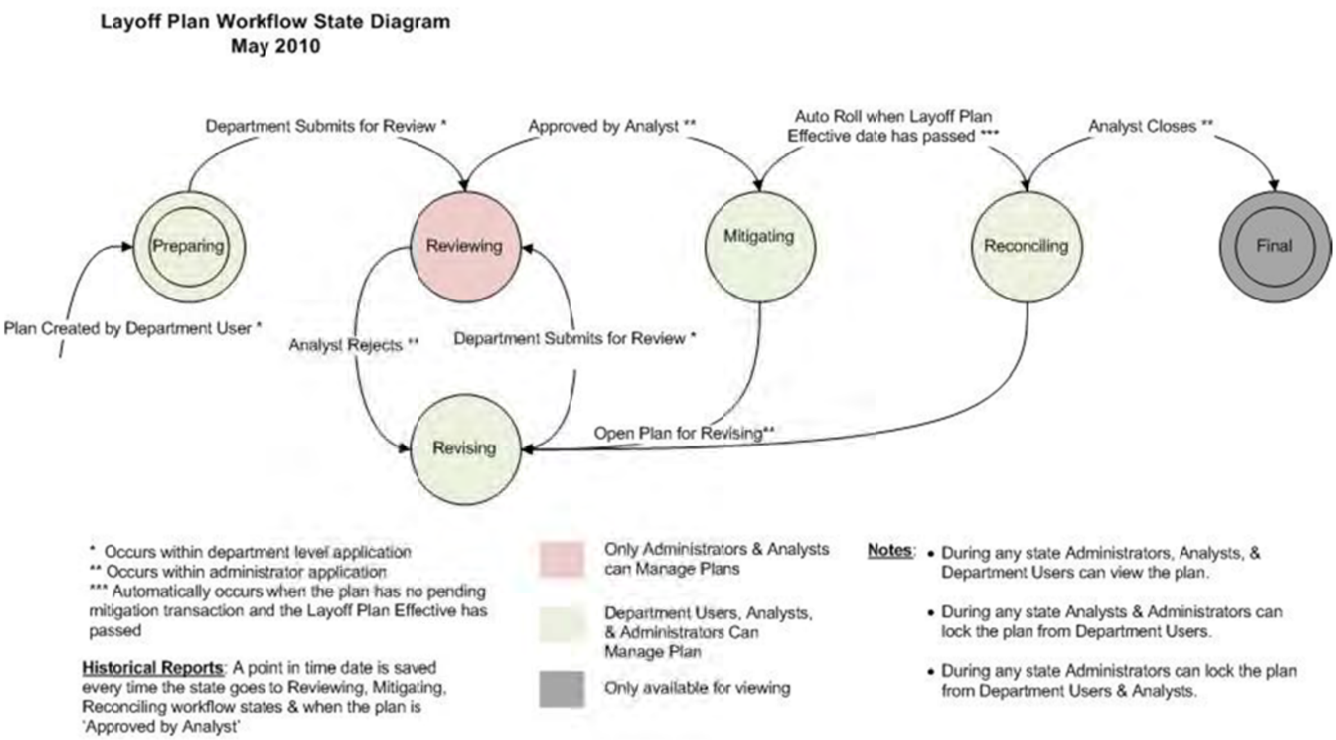


Figure A: Layoff Plan Workflow State Diagram

2 Introduction to the Layoff Tool

The Layoff Tool gives Departments the ability to submit Layoff Plans to DPA electronically. This technology helps ensure that all Departments follow a consistent process and submit Layoff Plans that contain consistent information. It also allows DPA to easily track the status and resolution of Layoff Plans and provide relevant data to the Unions or Governor's Office in a more timely manner.

2.1 What can I do in the Layoff Tool?

The Layoff Tool allows Departments to:

- Create a Layoff Plan. (See Section 3.3)
- Add the potentially affected employees. (See Section 3.6)
- Add "actual impacted" numbers for each class. (See Section 3.8)
- View/print a summary of the draft Layoff Plan. (See Section 3.9)
- Submit the Layoff Plan to the CCD Analyst for review. (See Section 3.11)
- Edit the Layoff Plan if the CCD Analyst determines changes are necessary. (See Section 3.12)
- Submit mitigations of the Layoff Plan until the effective date of the Plan. (See Section 3.14)
- Submit reconciliation information after the effective date of the Layoff Plan. (See Section 3.14.2)

2.2 How do I get a Password for the Layoff Tool?

If you have never had access to the Layoff Tool before, you will have to request a Username and Password from DPA by following the steps below:

1. Department sends to its assigned CCD Analyst the following information for each person who will need access to the Layoff Tool.
   - **First and Last Name**
   - **Title**
   - **Phone Number**
   - **E-mail Address**

2. CCD Analyst forwards information through appropriate channels to its Information Management Systems (IMS*) division.
3. IMS issues the Username and Password via separate e-mails for security reasons.
4. Department User tries out the Username and Password to make sure he/she can access the Layoff Tool, contacting reductionanalysis@dpa.ca.gov , Melissa Russell at 916-324-9417, or Jamie Inderbitzen at 916-323-3679 if he/she encounters any problems.

***Note: It may take several days for IMS to generate the password. Please get the information to your CCD Analyst as soon as you determine that a layoff is necessary.**

2.3 Am I a "Primary" or "Secondary" User?

Every Department that gets access to the Layoff Tool will have one **Primary User**. However, when a Layoff Plan is quite large, a Department may elect to have one or more **Secondary Users**. Primary and Secondary Users have different roles and responsibilities in the Layoff Tool:

- **Primary User –** Responsible for creating a plan, inputting and modifying the plan narrative, adding "potentially affected employees" to the plan, and submitting the plan and any mitigations.
- **Secondary User –** Responsible only for helping to add the "potentially affected employees" to the plan (for large layoffs), or may serve as a "backup" for the Primary User in case of that person's absence.

Note: Though multiple users may receive access to the same Layoff Plan, DPA discourages multiple users from adding "potentially affected employees" to a Layoff Plan at the same time, as this can result in overlapping efforts and loss or corruption of data. If a Department <u>must</u> have multiple users working on the same Layoff Plan simultaneously, it is up to the Department to ensure that the users' efforts do not overlap.

3 Using the Layoff Tool

All of the steps necessary to complete a Layoff Plan via the Layoff Tool are described in the sections below in general chronological order.

Note: The upcoming sections are written with a Primary User's role in mind. If you are a Secondary User, your role is likely to be limited to Section 3.6.

3.1 How can I make using the Layoff Tool smooth and easy?

To make your user experience as smooth as possible, please note the following tips:

- **Browser –** Use the Internet Explorer version 7 or newer browser. Other browsers may not interact successfully with the online tool.
- **Logging in –** For best results, copy and paste your username and password into the log-in boxes. Make sure you do not copy and paste any empty spaces with your username and password.
- **"Time outs" –** A page is considered idle if no buttons are clicked for several minutes. <u>A page is "idle" even if you are typing in a box on it.</u> Any changes you make after your session "times out" will not be saved. If you get "timed out," you must exit and log in again to continue.
- **Narrative –** To avoid session timeouts, prepare your plan narrative in advance in a word-processing program such as Word. Then log in to the Layoff Tool, and copy and paste it from Word into the Background/Justification box.
- **Navigation –** Use only the links provided on each page. Avoid using your browser's forward and back buttons where possible. Navigating by the "breadcrumbs" at the top of the page will result in technical errors that will force you to exit and log back in.
- **Getting help** – When contacting DPA with technical issues, please have ready: your browser version number, the action you were trying to perform when you encountered the issue, screen prints of the error message and the URL of the page where you encountered issues.

3.2 How do I Log In to the Layoff Tool?

1. Access the Layoff Tool either by clicking this link, or by copying and pasting it into your Web browser:

   https://portal.dpa.ca.gov/eapps/hrreduction/Layoff%20Administration/default.aspx

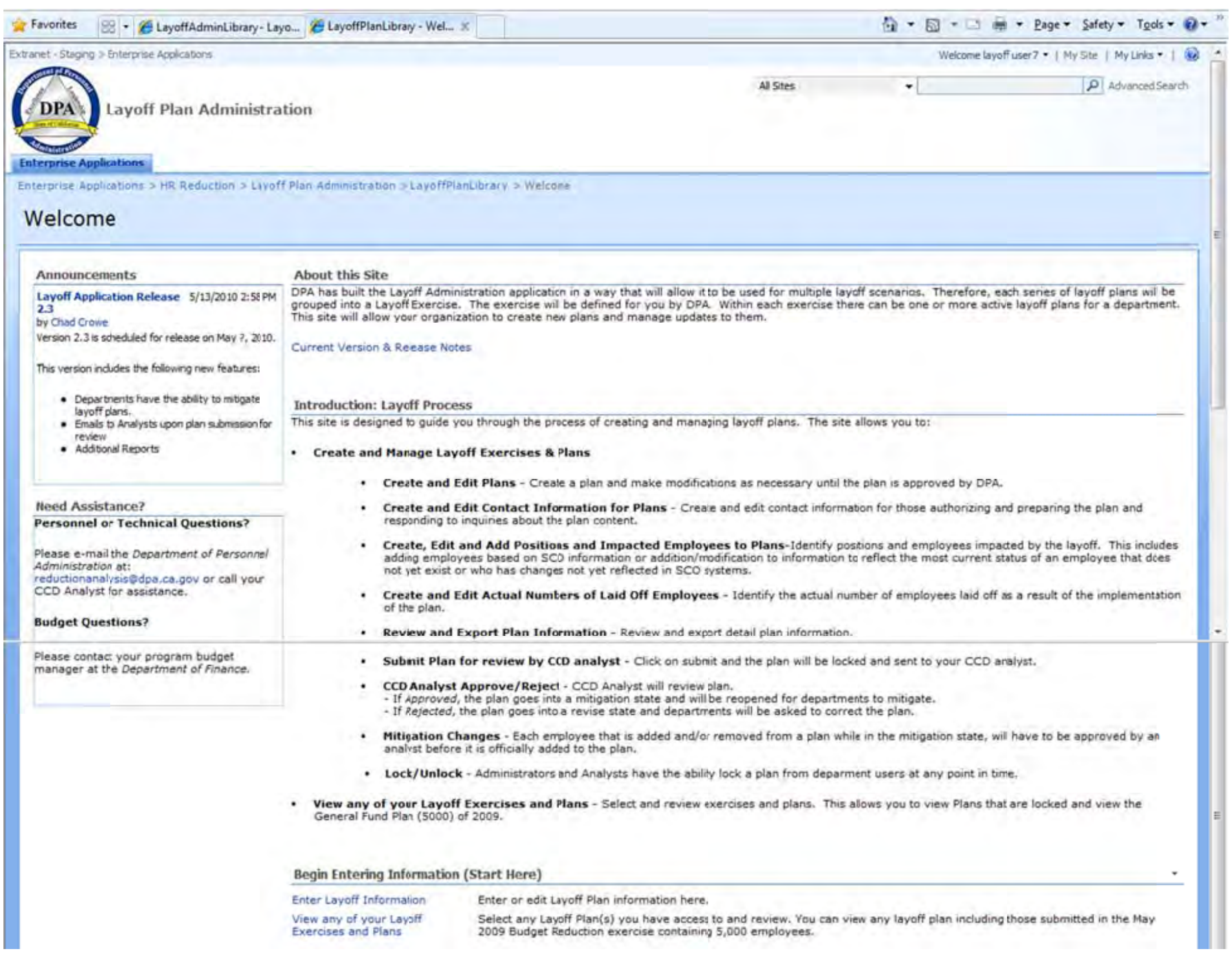
2. Enter the Username and Password that you received from DPA in the log-in box that appears.

Note: You will not be able to access the Layoff Tool without a valid Username and Password from DPA.

See Section 2.2 for instructions on how to obtain access to the Layoff Tool.

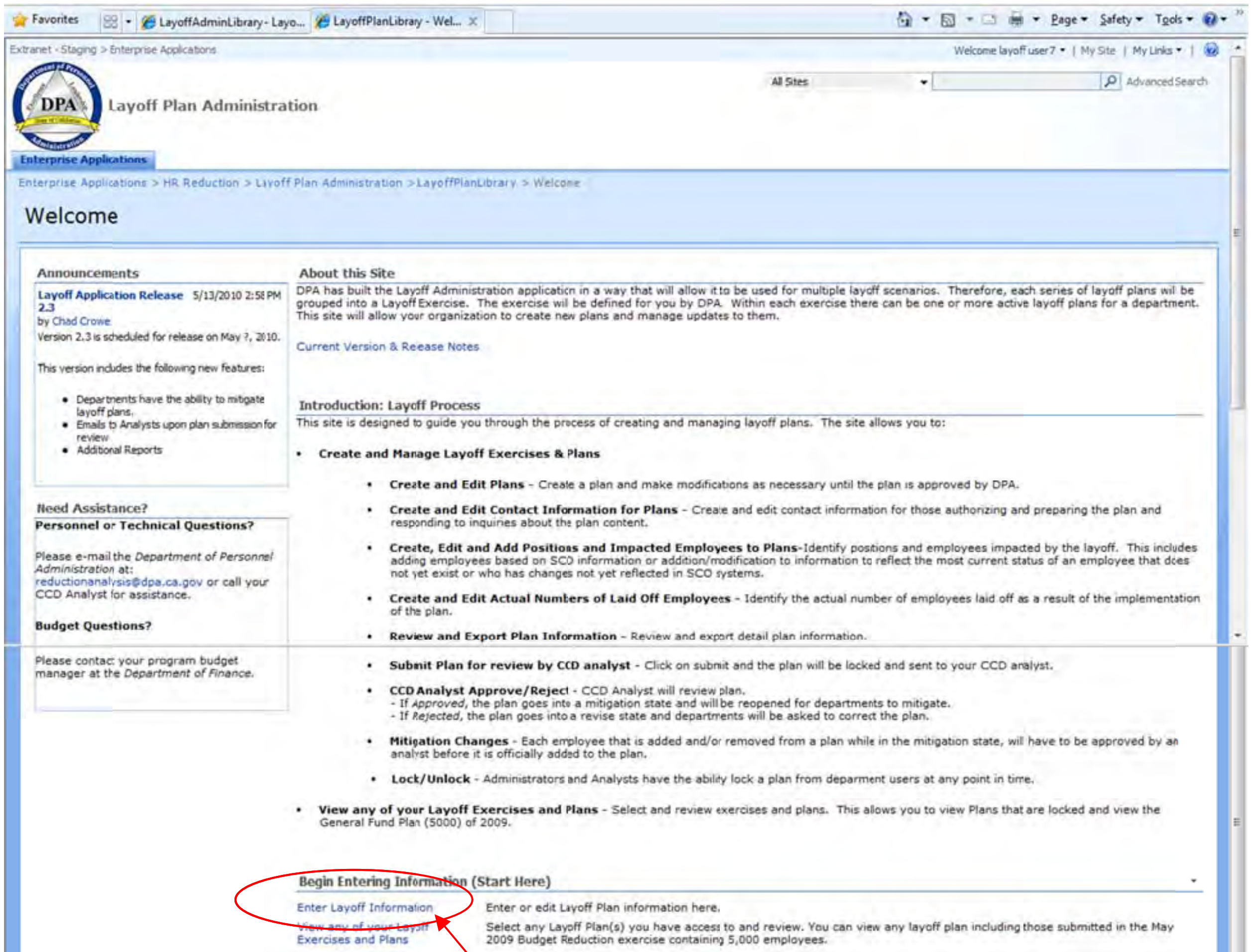
Access to the Layoff Tool is only given as needed.

3. Once you have logged in, you will reach the **Welcome** page. The Welcome page is a brief introduction to the site, which provides a basic explanation of the tool and contact information if you need help.



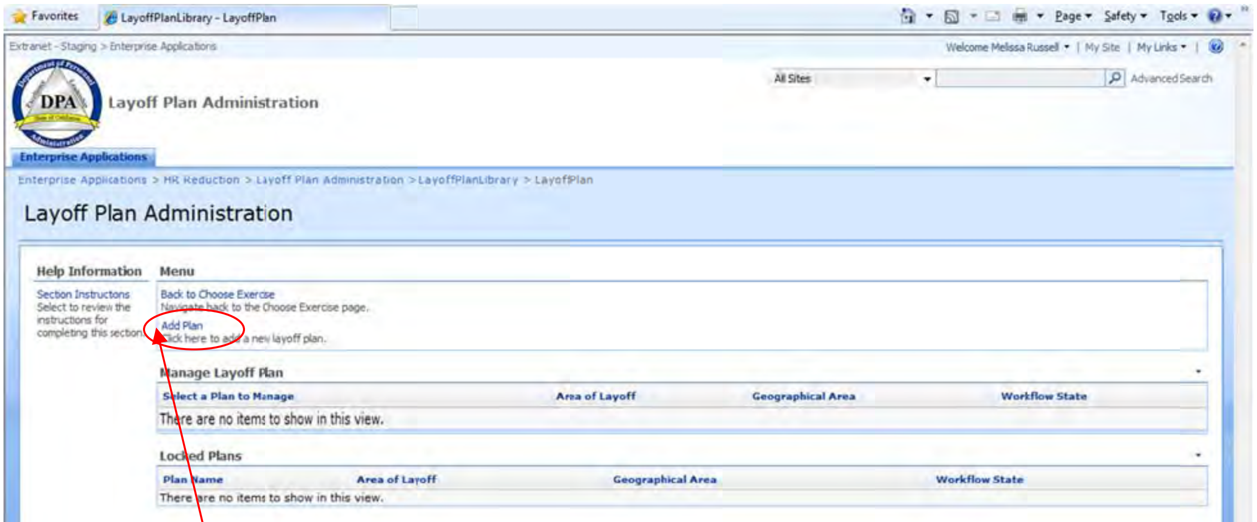
3.3 How do I create a new Layoff Plan?

Follow these steps to create a new Layoff Plan:

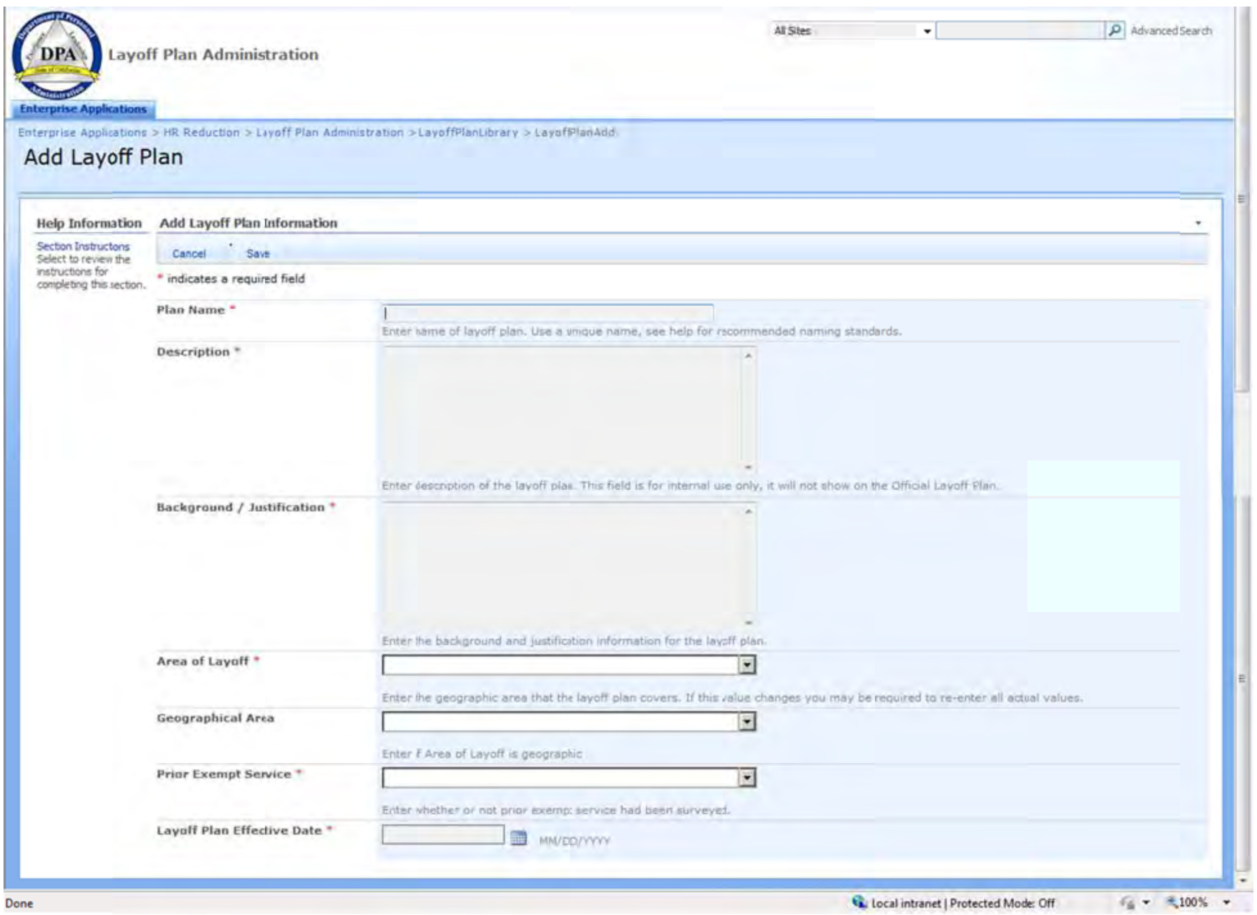


1. On the **Welcome** page, click **Enter Layoff Information**.

2. Click the **name of the Layoff Exercise** that DPA has created for you.



3. Click **Add Plan**. Fill in the fields as described below.



4. **Plan Name –** Name your plan in this format: Department abbreviation – Facility (where applicable) - Descriptive plan name – Year. (**Example:** Food and Ag – Valley - Holstein cow reduction – 2015.)

5. **Description* –** Briefly describe the plan, as if you had several plans and had to differentiate it from the others. (**Example:** This plan reduces the number of Holstein cows in our valley office.)

(*Note: Text entered in this box will not appear on the Official Layoff Plan that is signed by all parties, but will be visible for DPA to review.)

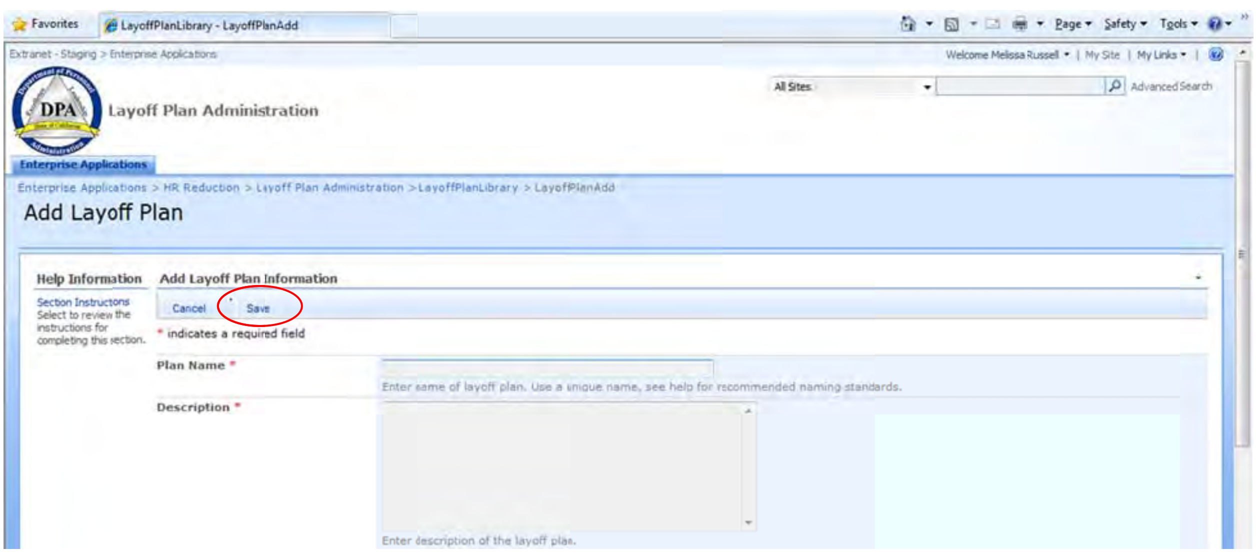
6. **Background/Justification –** Type your narrative in this field. This narrative should explain:
   - The cause of the layoff
   - How the area of layoff was decided
   - The impact of the layoff to the Department's mission
   - The mitigation efforts made by the Department prior to resorting to layoff
   - The method for deciding which staff to impact
   - The method for absorbing any workload left due to the layoff

7. **Area of Layoff –** Consult your CCD Analyst on how to decide on your area of layoff.

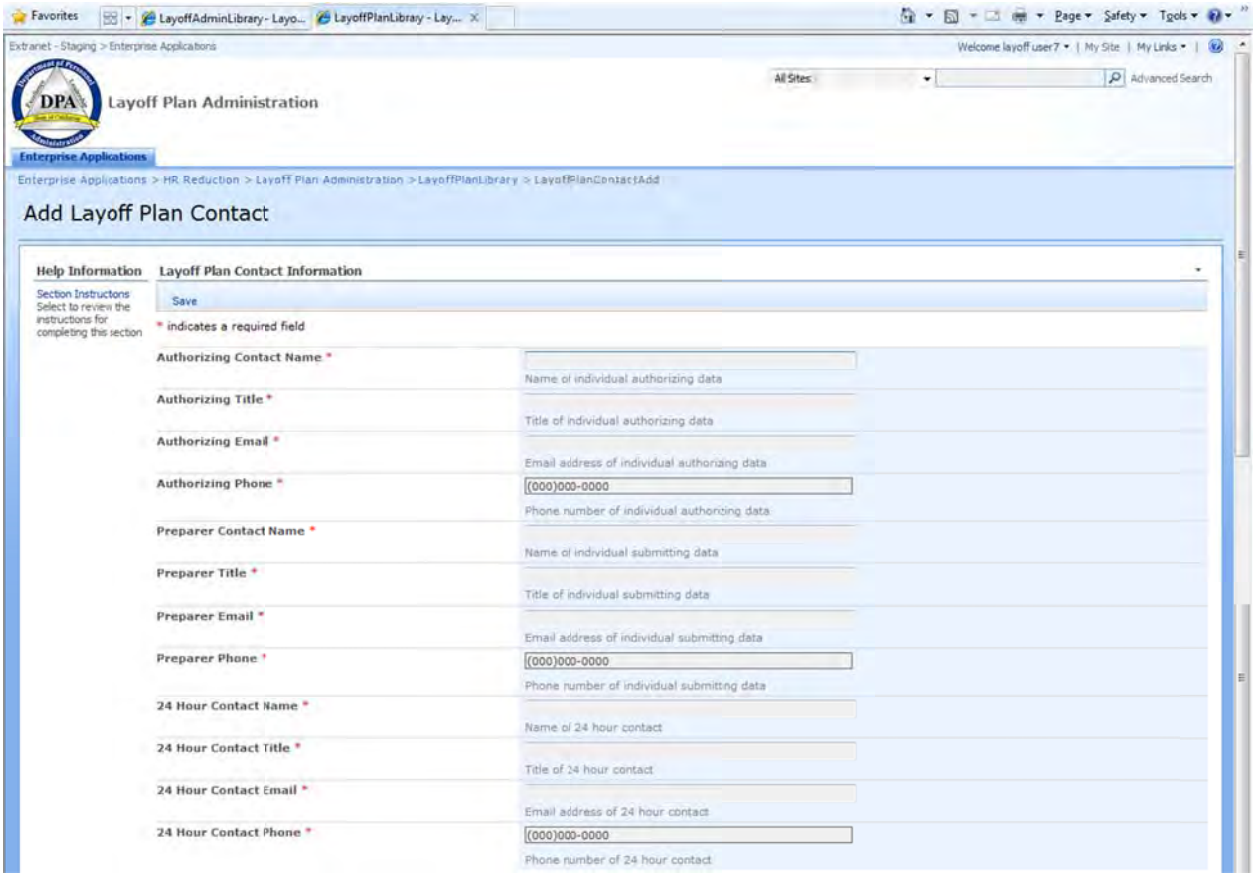
8. **Geographical Area –** If your area of layoff is geographic, you must describe the geographic scope by selecting an option from the drop-down menu.

9. **Prior Exempt Service –** Indicate status of efforts to gather prior exempt service from affected employees.

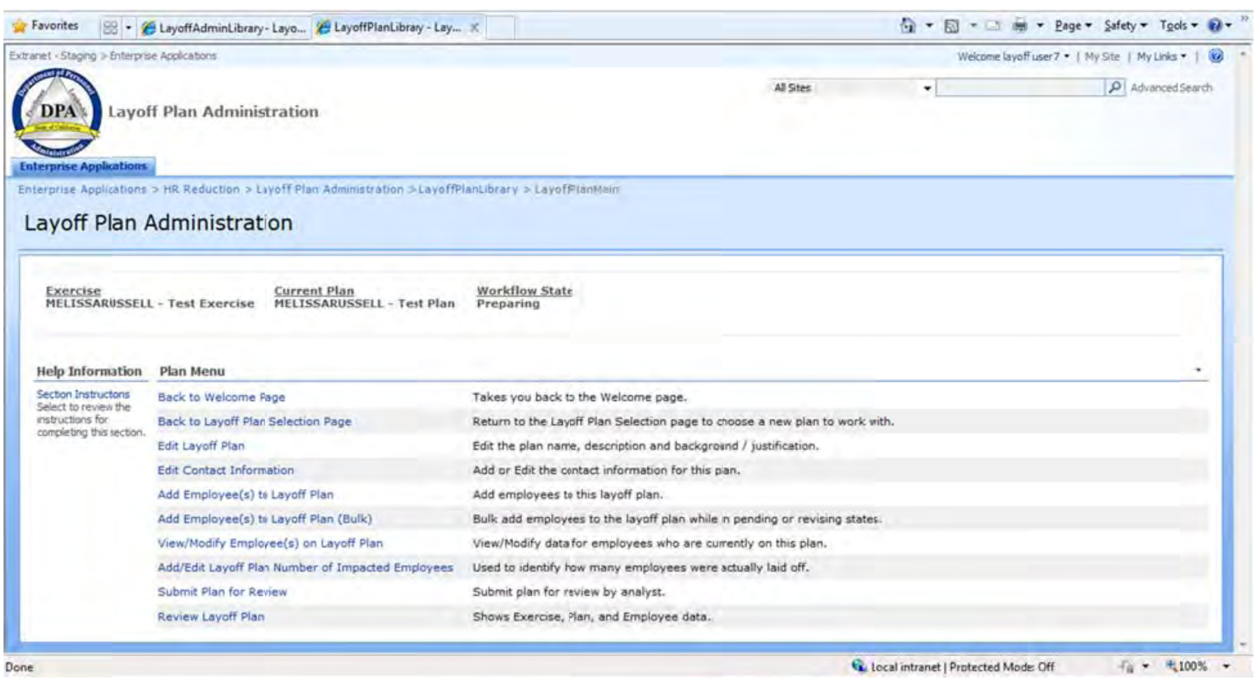
10. **Layoff Plan Effective Date –** Consult your CCD Analyst when determining the date impacted employees will be laid off.



11. When you are finished, click **Save.** You are required to enter contact information for new Layoff Plans. You will be directed to the contact information page automatically when you click Save.



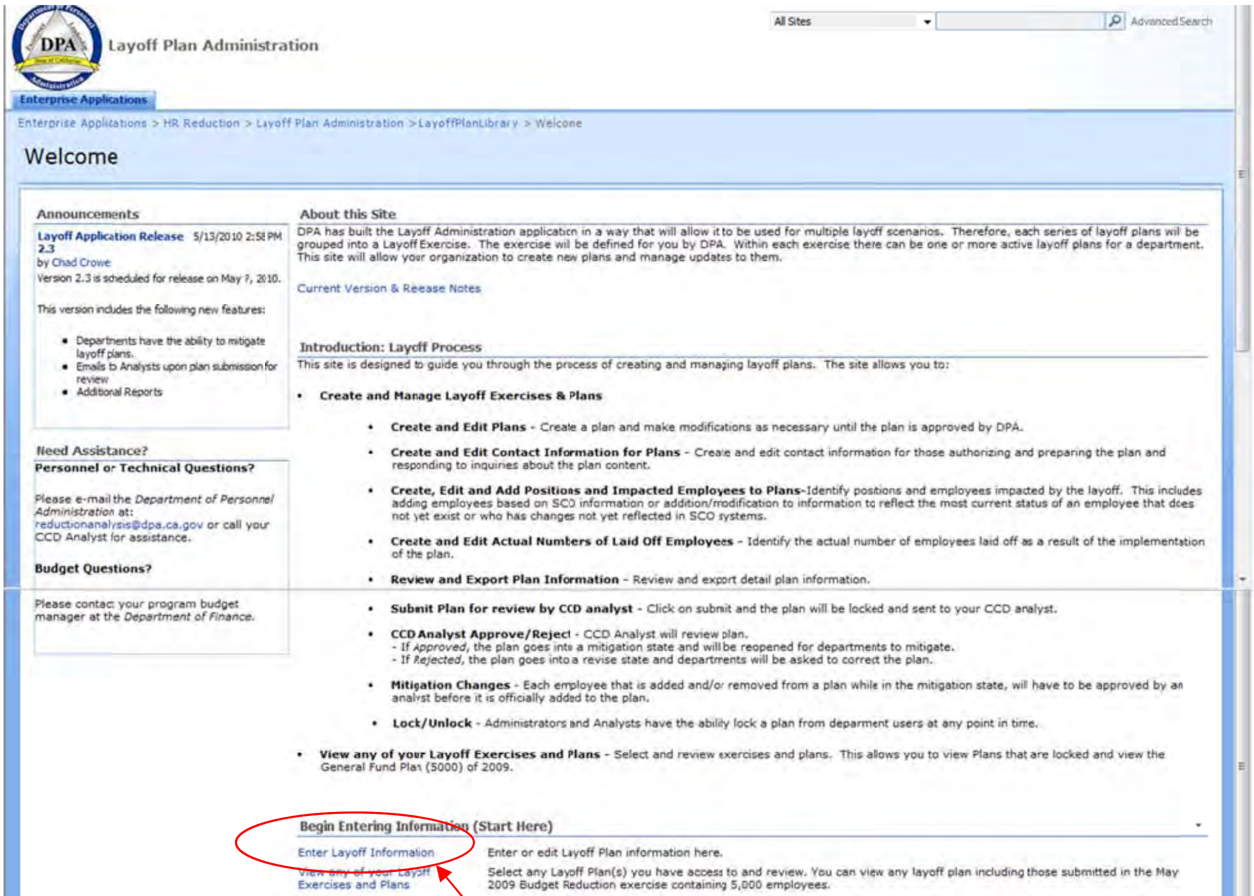
12. Enter **contact information**. All fields are required.
13. Click **Save**. You will be directed to the **Layoff Plan Administration** main menu.



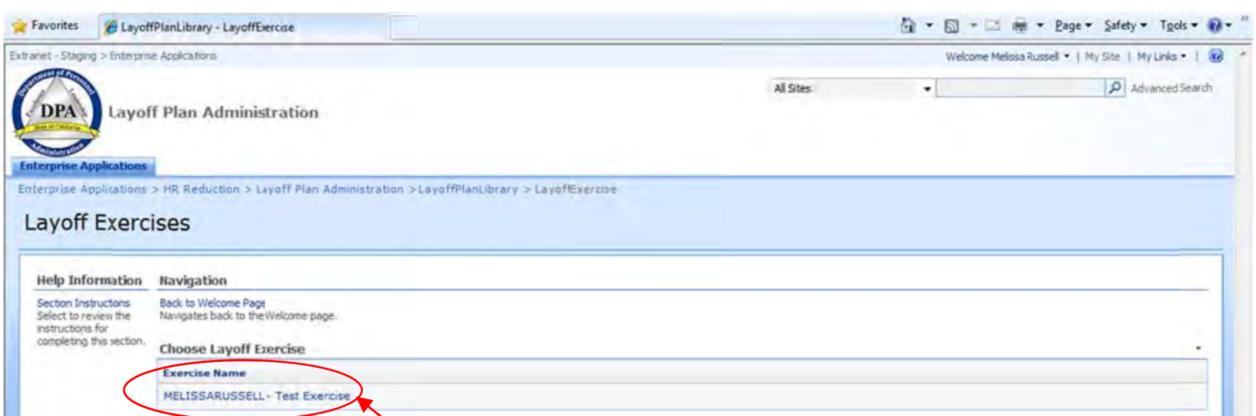
3.4 How do I get back to a plan I (or someone else) created earlier?

Follow these steps to access a plan you (or your Department's Primary User*) created previously.

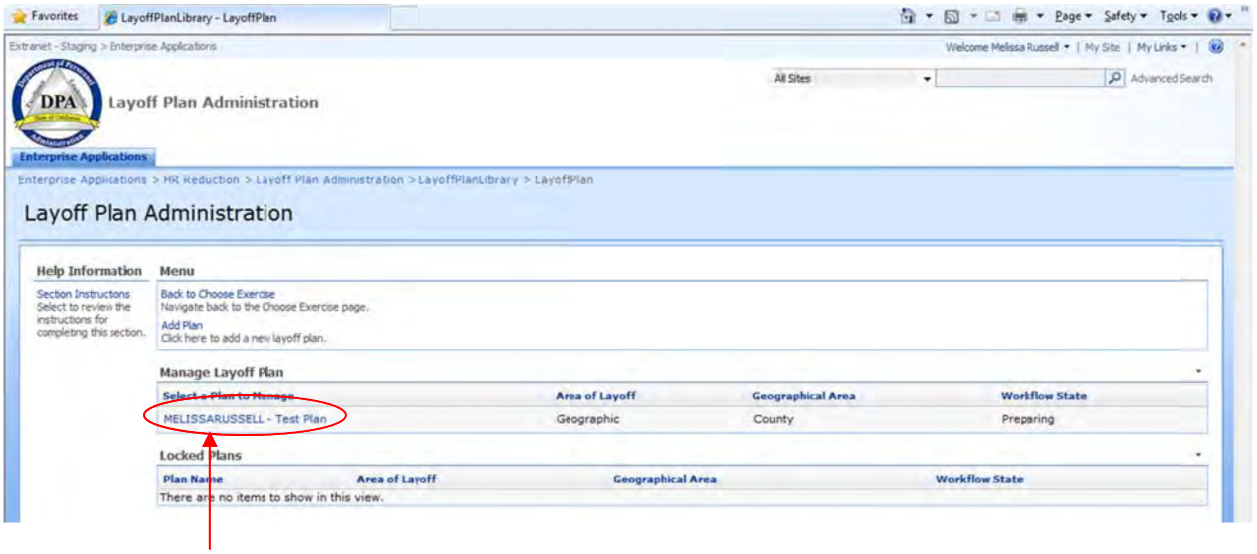
*** Note: If you are a Secondary User who needs to access a plan created by a Primary User, you must contact your CCD Analyst to gain access to that plan.**



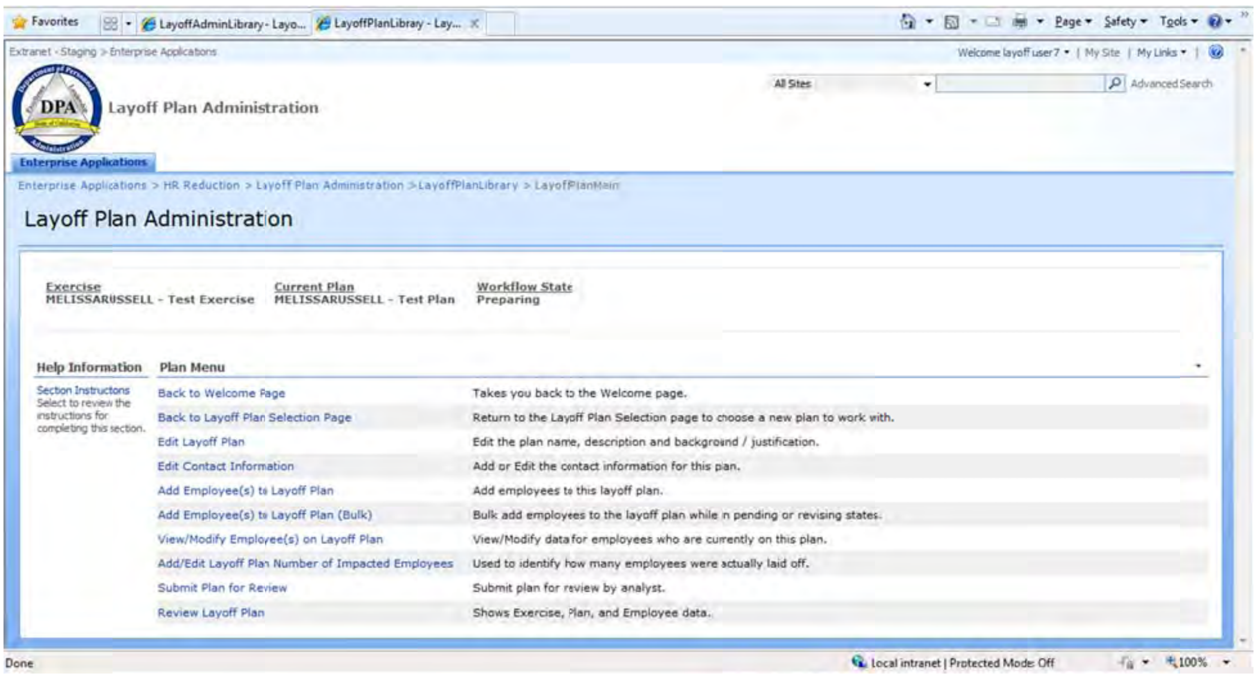
1. On the **Welcome** page, click **Enter Layoff Information**.



2. Click the **name of the Layoff Exercise** that DPA has created for you.



3. Click on the **name of the Layoff Plan** you (or the Primary User) created previously. You will be directed to the **Layoff Plan Administration** main menu.



4. Once a plan has been created, it can be completely managed from this **Layoff Plan Administration** main menu. This page contains a series of links that will take you to the appropriate pages for modifying the Layoff Plan.

3.5 What employees should be added to my Layoff Plan?

According to the DPA Layoff Manual, “every employee who **MAY** be laid off or demoted in lieu of layoff” belongs on the Layoff Plan.

Your CCD Analyst will instruct you to add “three names per position to be abolished” – where possible.

Essentially, every *potentially affected* employee must be put on the plan. Generally, everyone who gets SROA or Surplus status is considered potentially affected and should be added to the Layoff Plan.

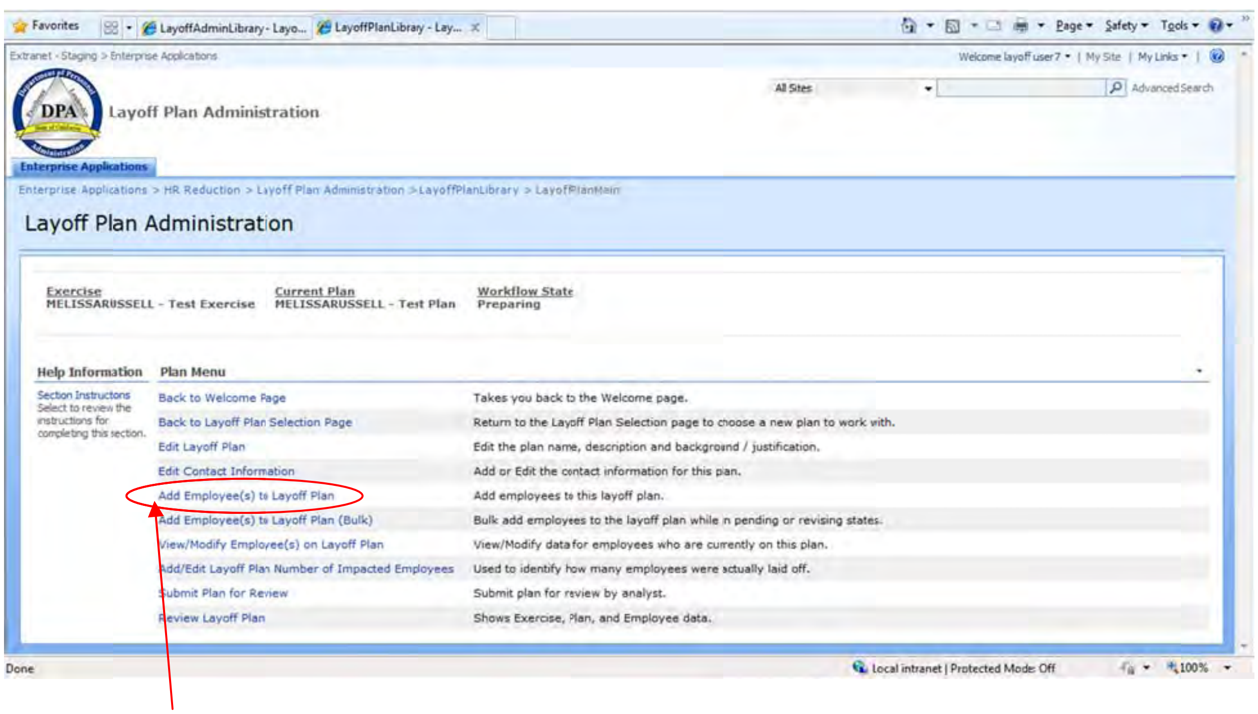
Remember, when deciding what classes and individuals are affected, you must take into consideration primary and personal demotional patterns. Consult your CCD Analyst for additional guidance.

3.6 How do I add “potentially affected” employees to my plan?

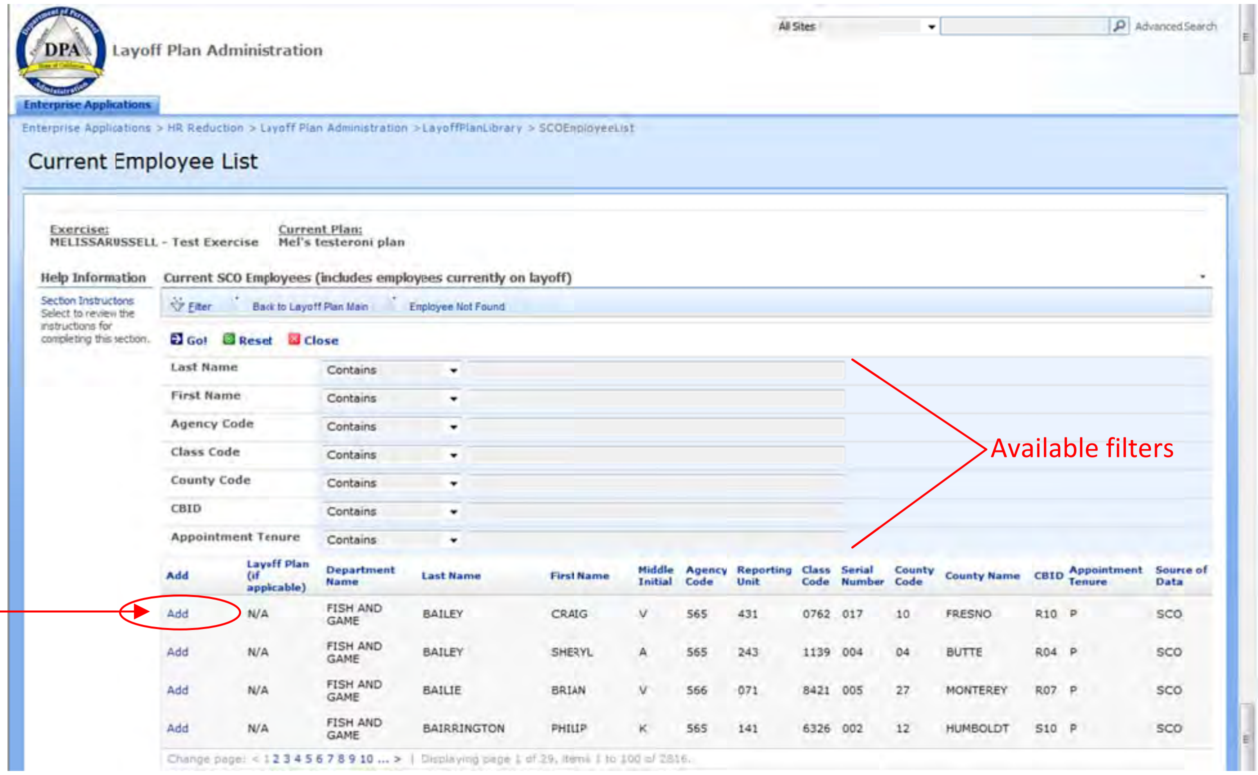
The Layoff Tool allows you to add potentially affected employees either one-at-a-time, or in bulk. See the following sections for specific instructions on each method.

3.6.1 Add one employee at a time

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



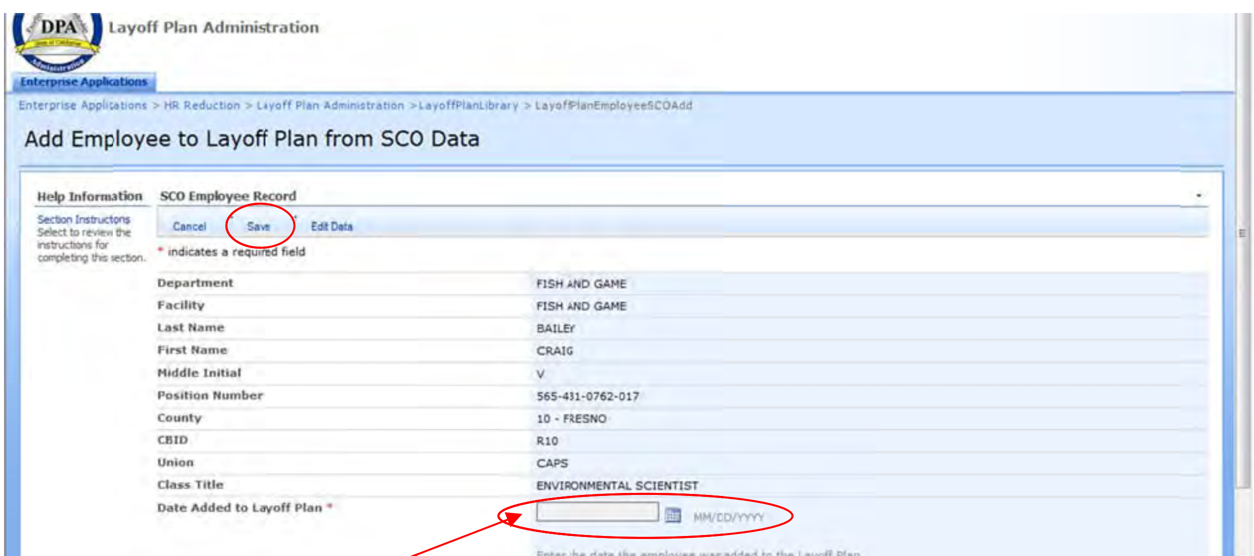
2. Click **Add Employee(s) to Layoff Plan**.



3. Find the **name** of the employee* to be added.

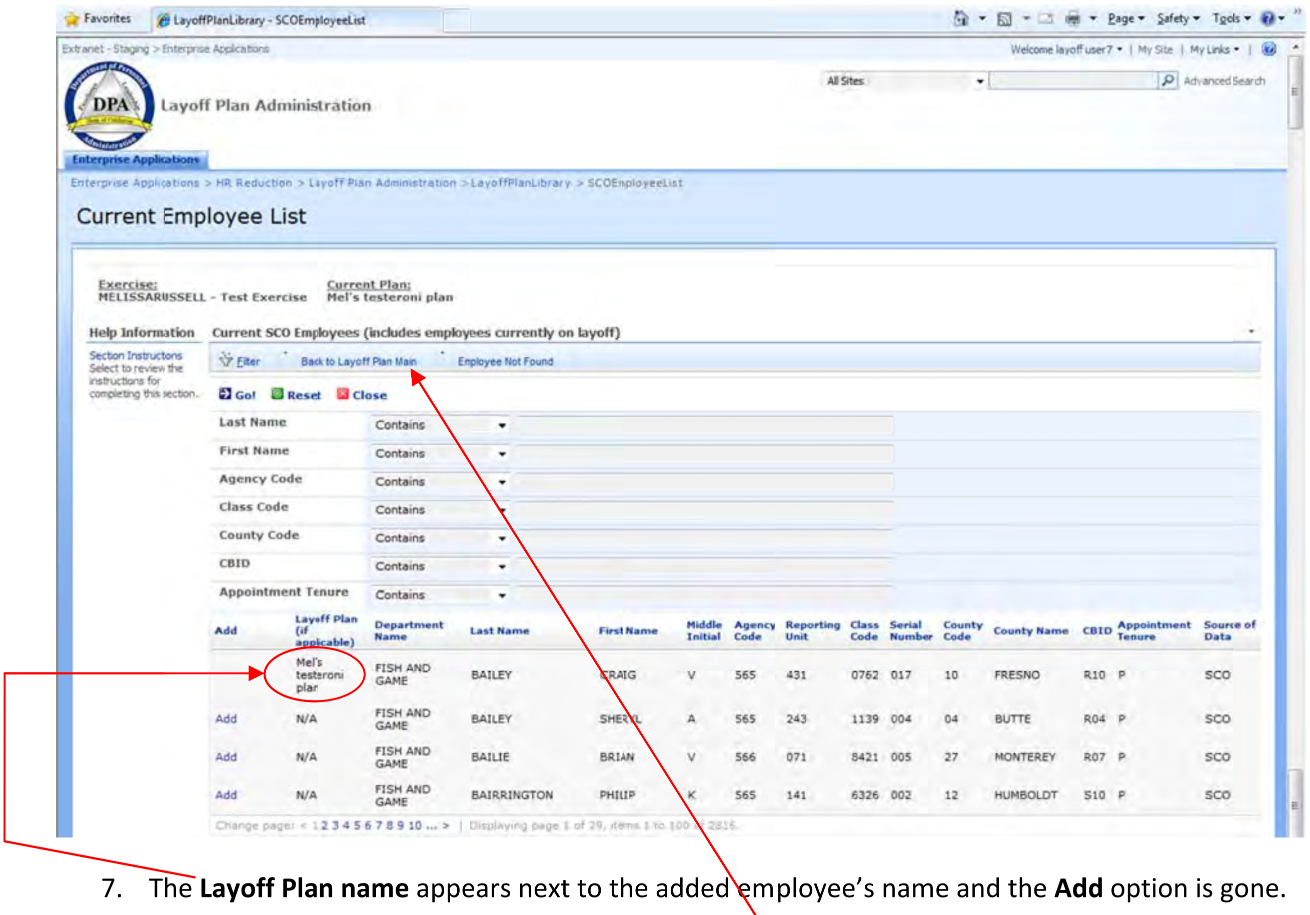
***Note: The Layoff Tool displays all employees for your Department, according to SCO's records as of the end of the prior month. To find an employee more easily, you may <u>filter</u> by one or more categories. For example, putting 1139 in the Class Code filter and 10 in the County Code filter restricts the list to Office Technicians in Fresno County.**

4. Click **Add** next to the employee's name.



5. Enter the **Date Added to Layoff Plan**.

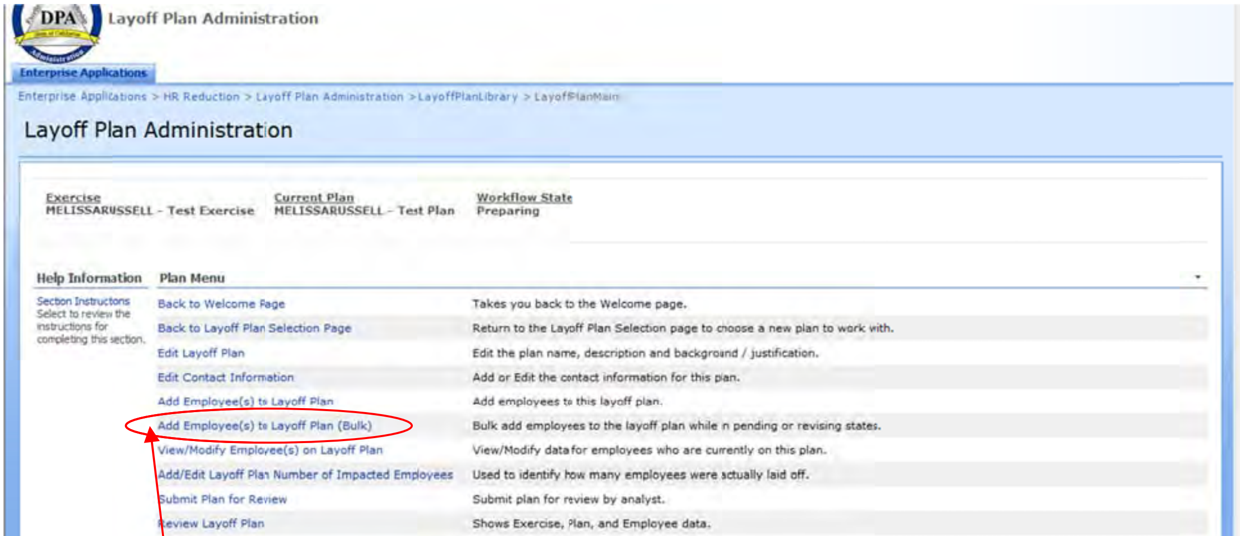
6. Click **Save**. You will return to the **Current Employee List**.



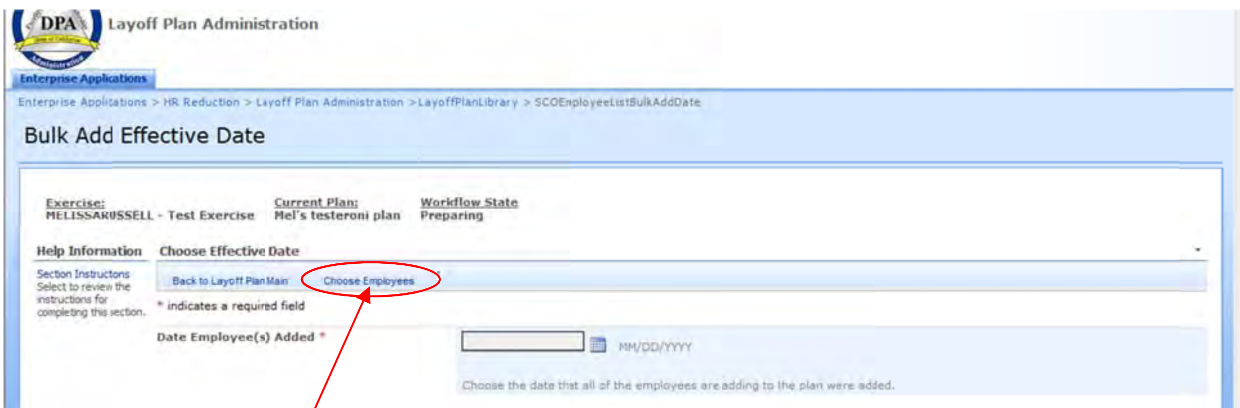
7. The **Layoff Plan name** appears next to the added employee's name and the **Add** option is gone.
8. When finished adding employees to the plan, click **Back to Layoff Plan Main** to return to the **Layoff Plan Administration** main menu.

3.6.2 Add employees in bulk

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.

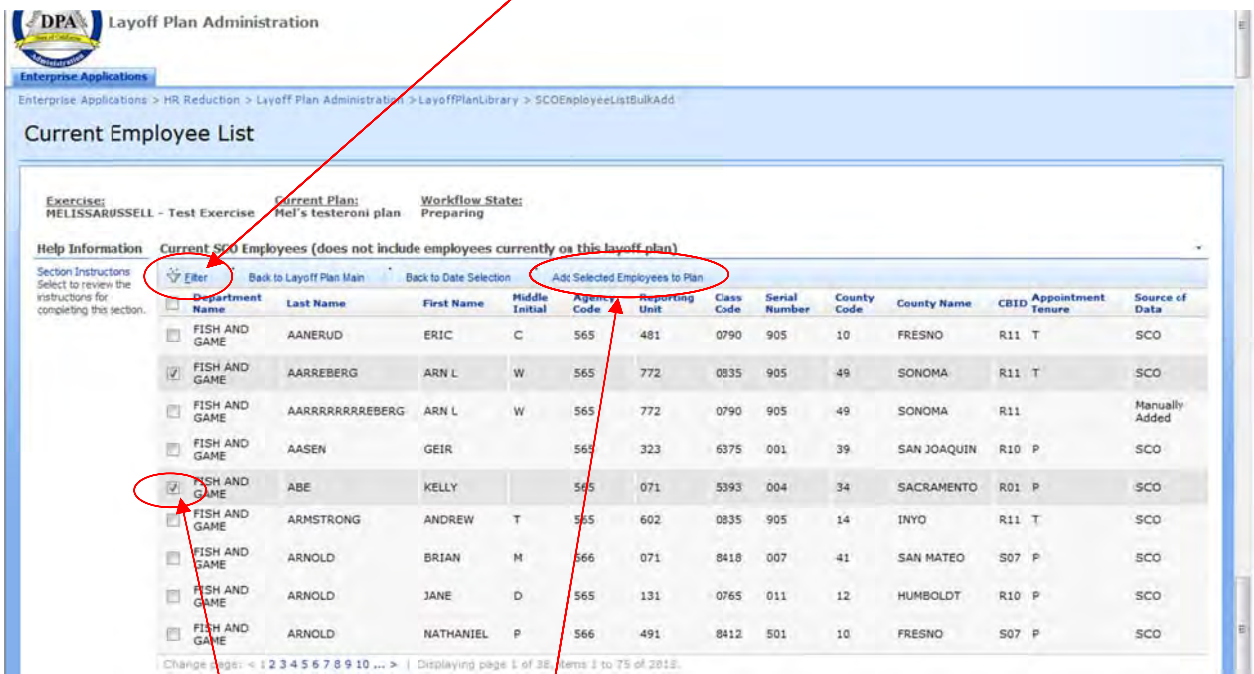


2. Click **Add Employee(s) to Layoff Plan (Bulk)**.



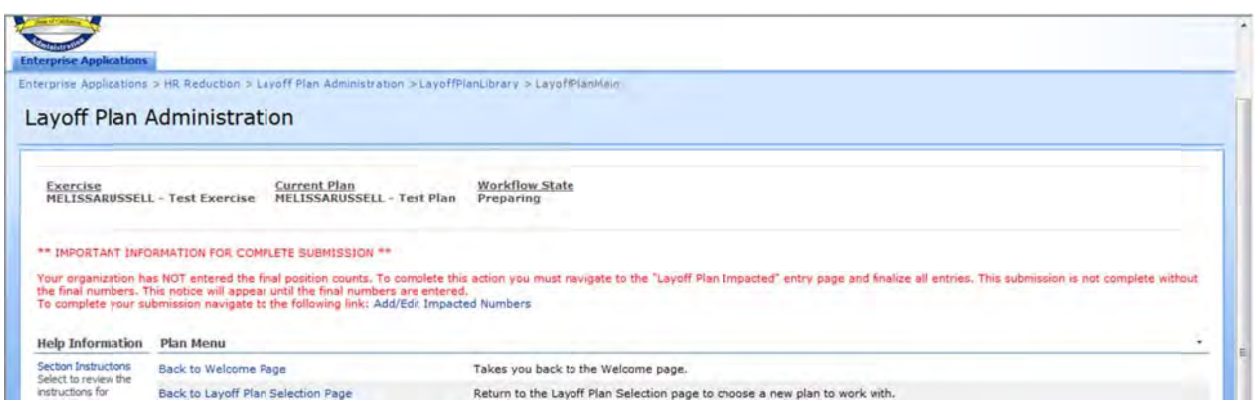
3. Enter the **DateEmployee(s) Added** to the Layoff Plan. **Note: All employees added in the next step will have the Added Date that you enter here.**
4. Click **Choose Employees**.

Note: You may filter this list first by clicking the <u>Filter</u> button. The filter options described in the previous section will appear.



5. Check the **boxes** next to the names you wish to add in bulk.
6. Click **Add Selected Employees to Plan**. The employees will be added and you will be directed to the **Layoff Plan Administration** main menu.

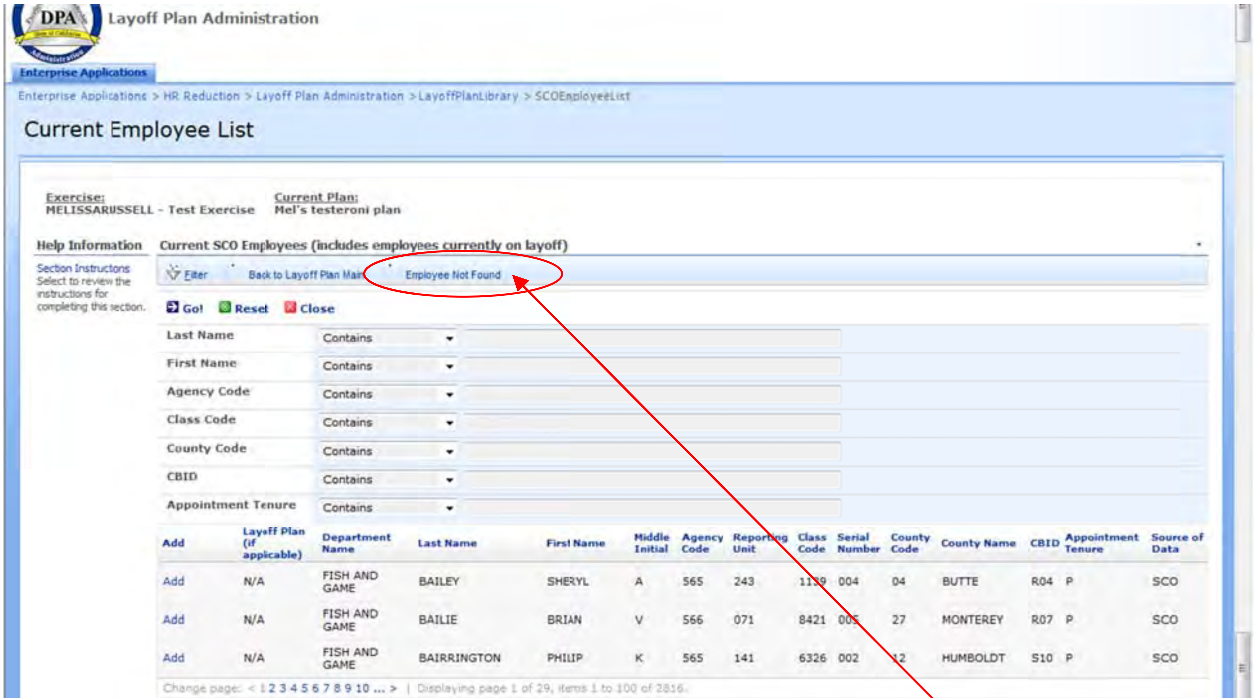
Note: Once any employees have been added to your Layoff Plan, the red note below will appear at the top of the Layoff Plan Administration main menu. It indicates additional steps are required to complete your Layoff Plan. See Section 3.8 for instructions.



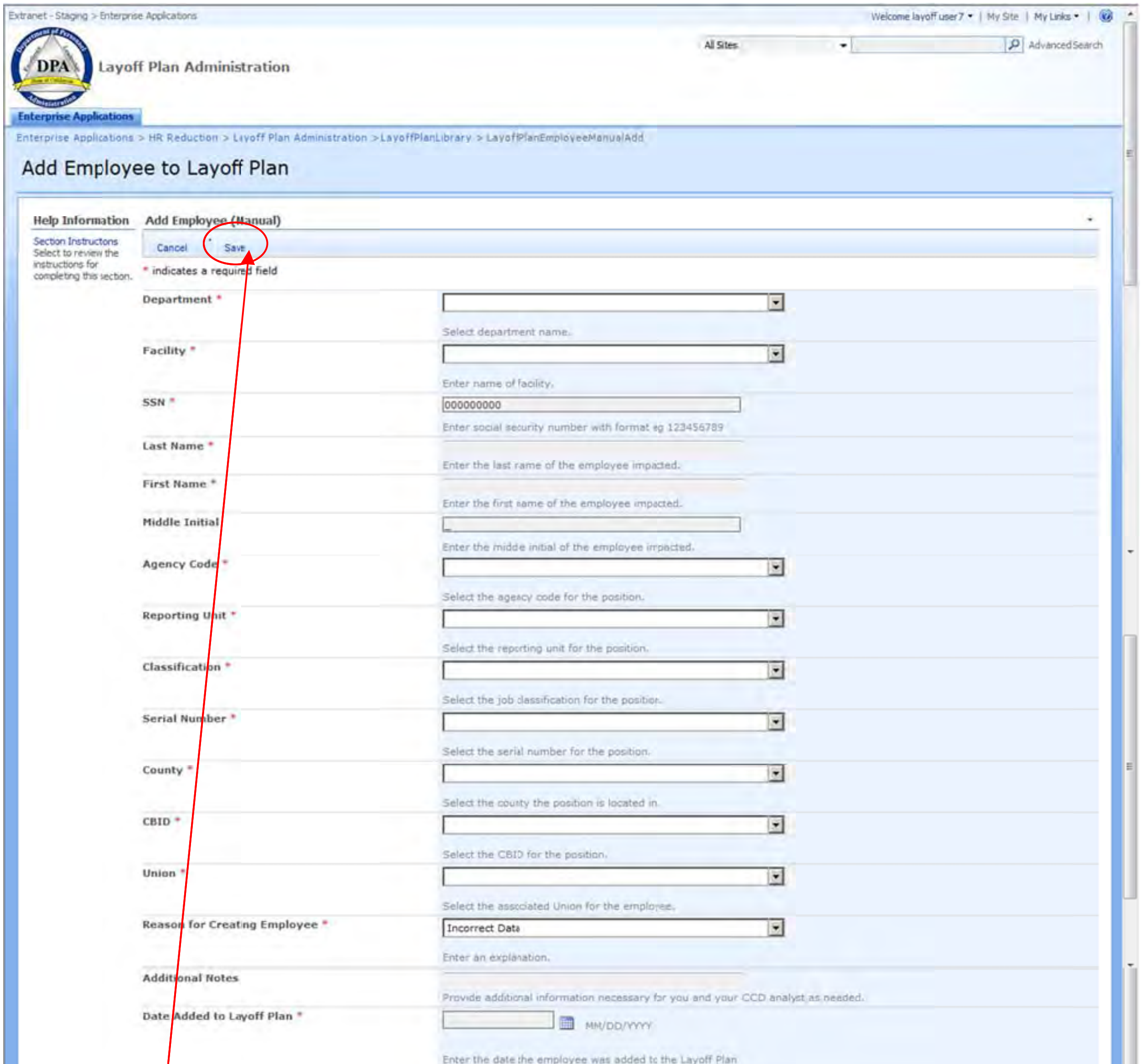
3.6.3 What if an employee is not available in the Layoff Tool to add to my plan?

Sometimes, an employee may not be found on the list that DPA gets from SCO. You may manually add the employee to your Layoff Plan.

1. Navigate to the **Current Employee List.** (Follow steps 1-2 in Section 3.6.1.)



2. If you cannot find the employee you wish to add to the Layoff Plan, click **Employee Not Found.**



3. On the **Add Employee to Layoff Plan** page, manually enter the required information about the employee, including the **Reason for Creating Employee**.
4. Click **Save.** You will be directed to the **Current Employee List** page. The newly created employee will appear in **alphabetical order** on the list and will show as having been **added to the Layoff Plan**.

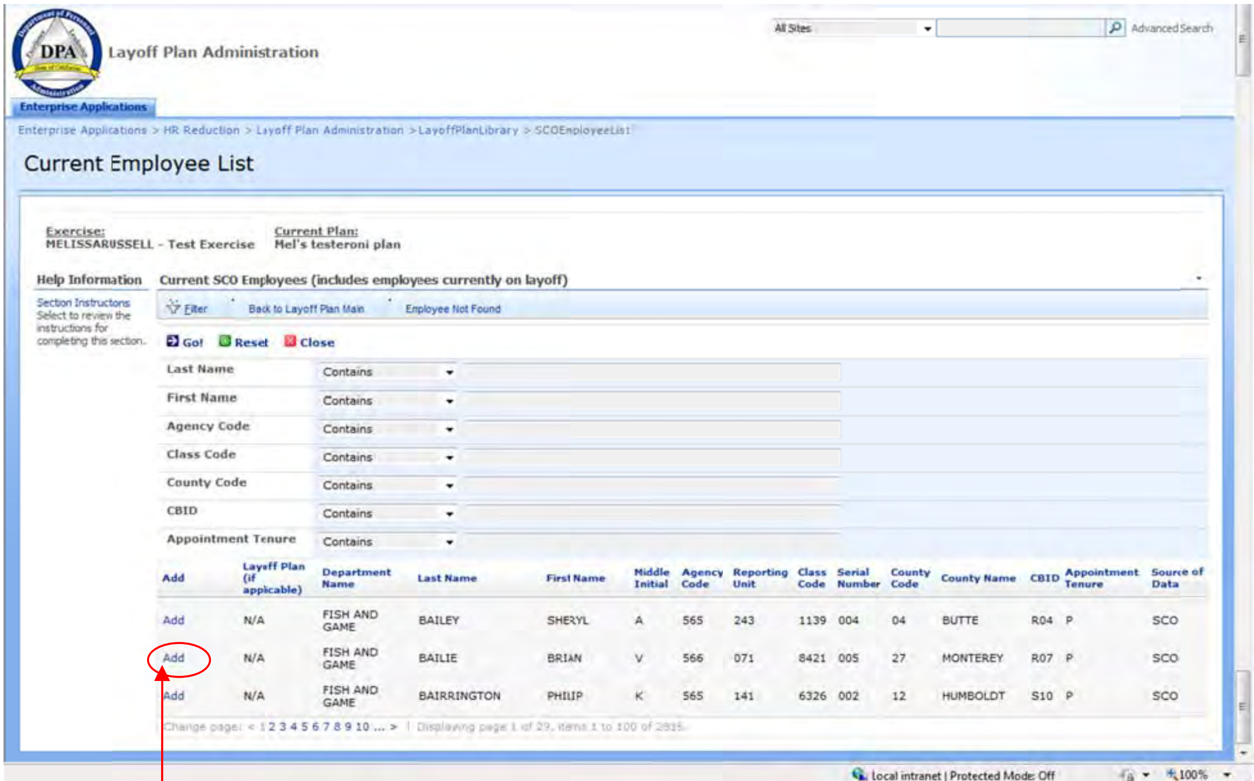
Add	N/A	FISH AND GAME	AZAT	JASON	D	565	033	6375	010	34	SACRAMENTO	R10	P	SCO
	Mel's testeroni plar	FISH AND GAME	b	b	b	566	010	0047	010	10	FRESNO	C03		Manually Added
Add	N/A	FISH AND GAME	BABCOCK	CURT	A	565	131	0764	003	45	SHASTA	S10	P	SCO
Add	N/A	FISH AND GAME	BABICH	CARMEL	V	566	040	8412	905	28	NAPA	S07	R	SCO

Note: Creating an employee in DPA's Layoff Tool does not update data with SCO.

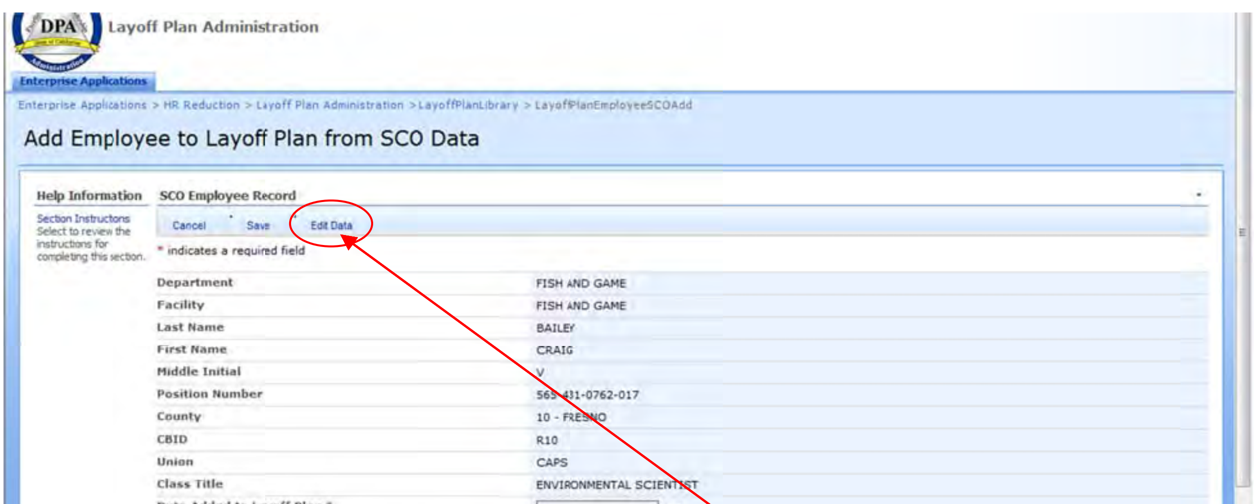
3.6.4 What if I need to change information about an employee that I am adding to my plan?

Sometimes, you may discover incorrect SCO information about an employee that you are adding to your Layoff Plan. You may edit this data when adding the employee to the Layoff Plan.

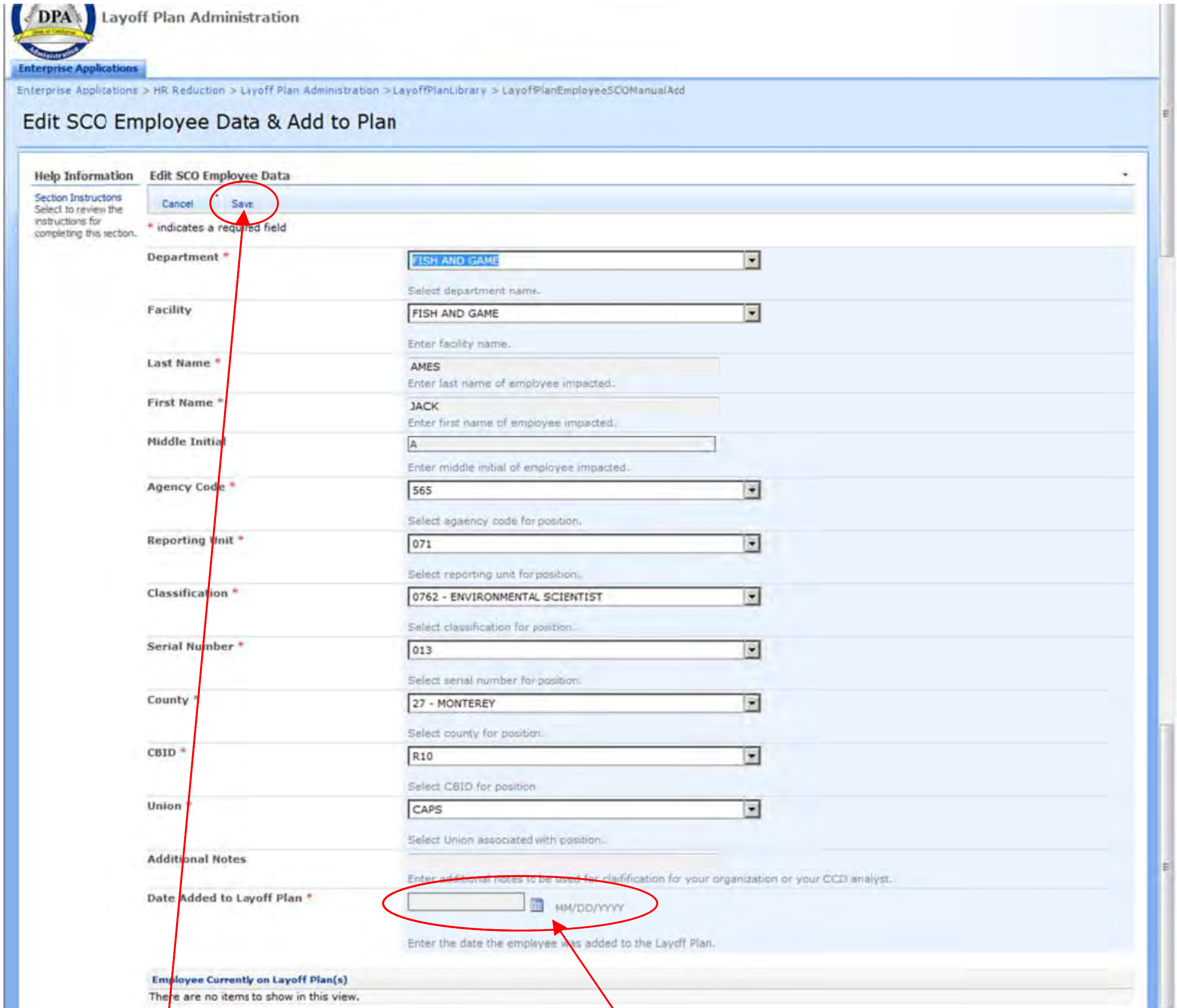
1. Navigate to the **Current Employee List.** (Follow steps 1-2 in Section 3.6.1.)



2. Find the **name** of the employee to be added.
3. Click **Add** next to the employee's name.



4. If you discover incorrect information on this page, click **Edit Data**.



5. Change the **incorrect information** and enter the **Date Added to Layoff Plan**.
6. Click **Save**. You will return to the **Current Employee List**.

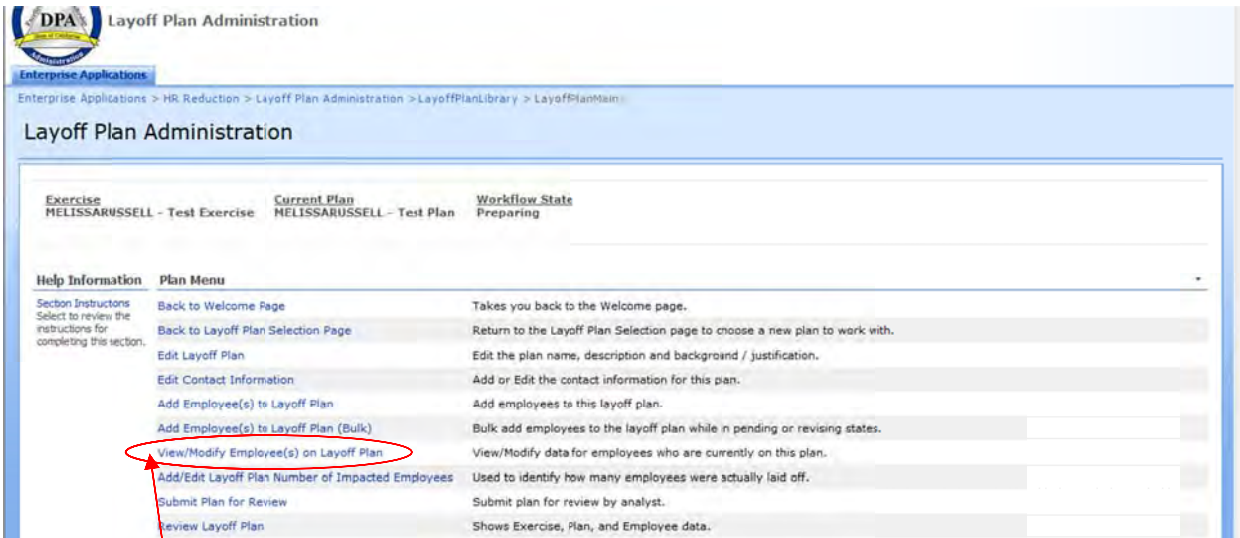
7. The employee with corrected information will appear in **alphabetical order** on the list and will show as having been **added to the Layoff Plan**.

3.7 How do I remove an employee before the plan is submitted?

Before a plan is submitted, you may remove employees at any time.

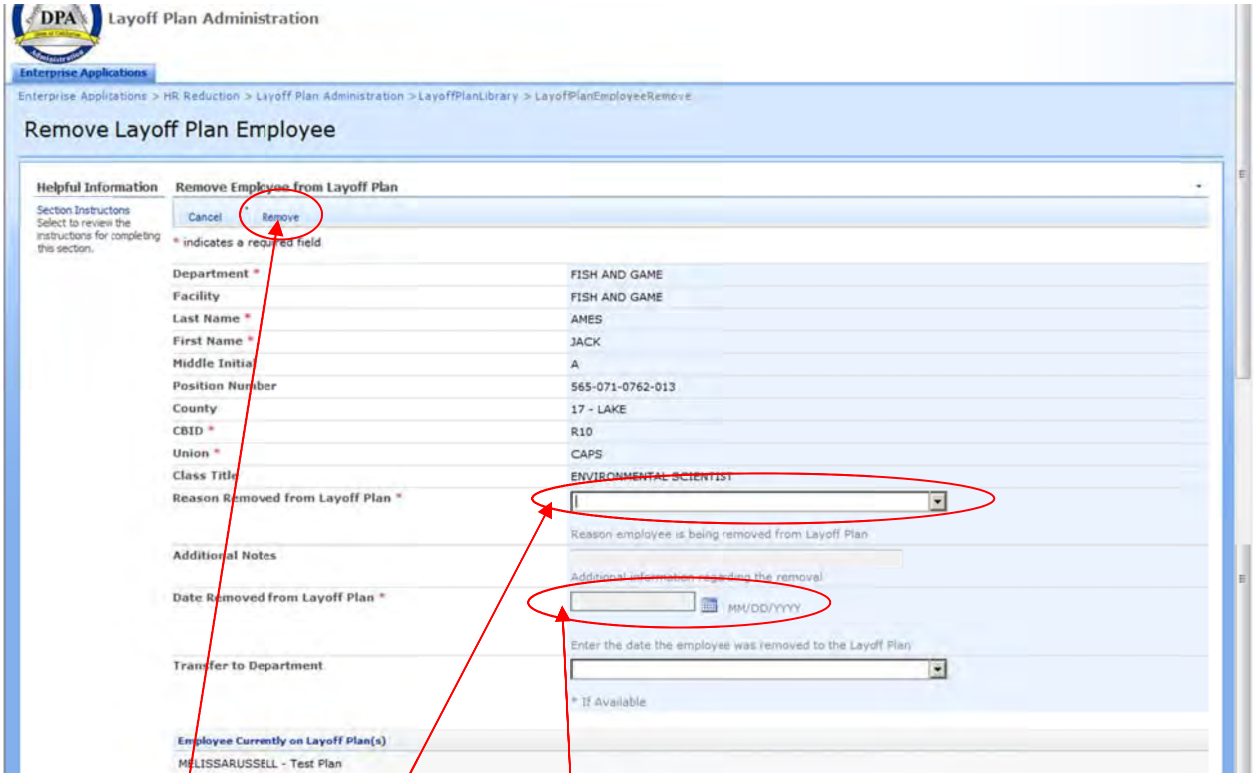
However, after your plan is submitted, but before it is approved by your CCD Analyst, you may remove employees, but only after requesting that your CCD Analyst reject/unlock your plan so you can make modifications.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **View/Modify Employee(s) on Layoff Plan**.

3. Click **Remove** next to the employee you want to remove.

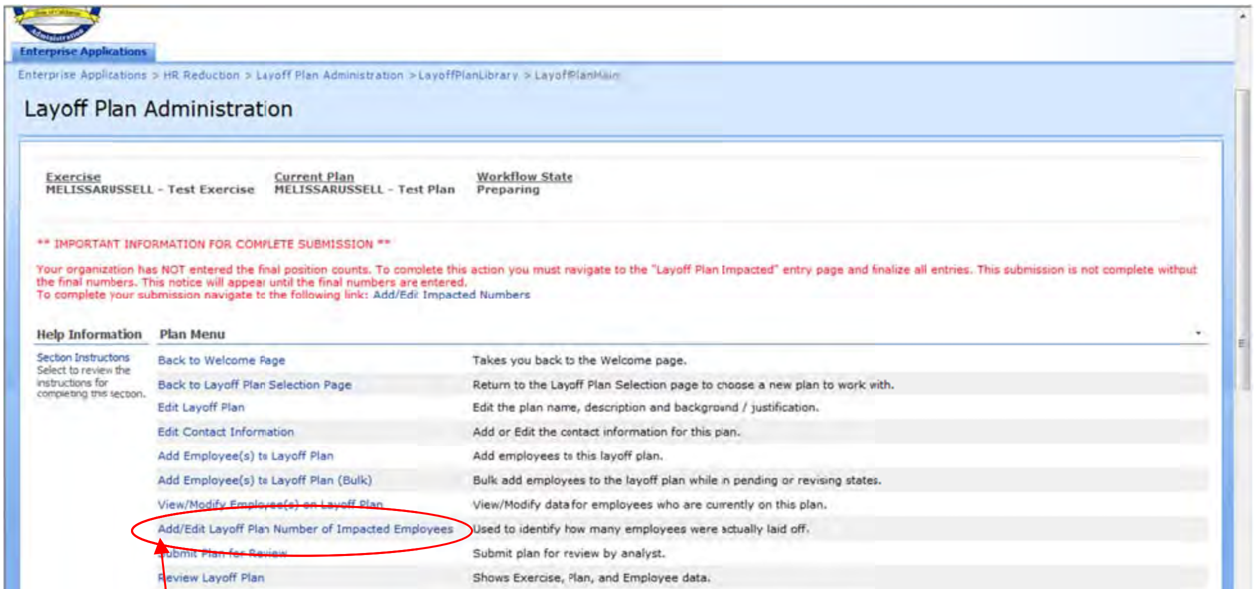


4. Choose a **Reason Removed from Layoff Plan**.
5. Add the **Date Removed from Layoff Plan**. Provide the **Transfer to Department** information if available/applicable.
6. Click **Remove**. You will be directed back to the **Edit or Remove Employee** page, and the employee's name will no longer be listed.

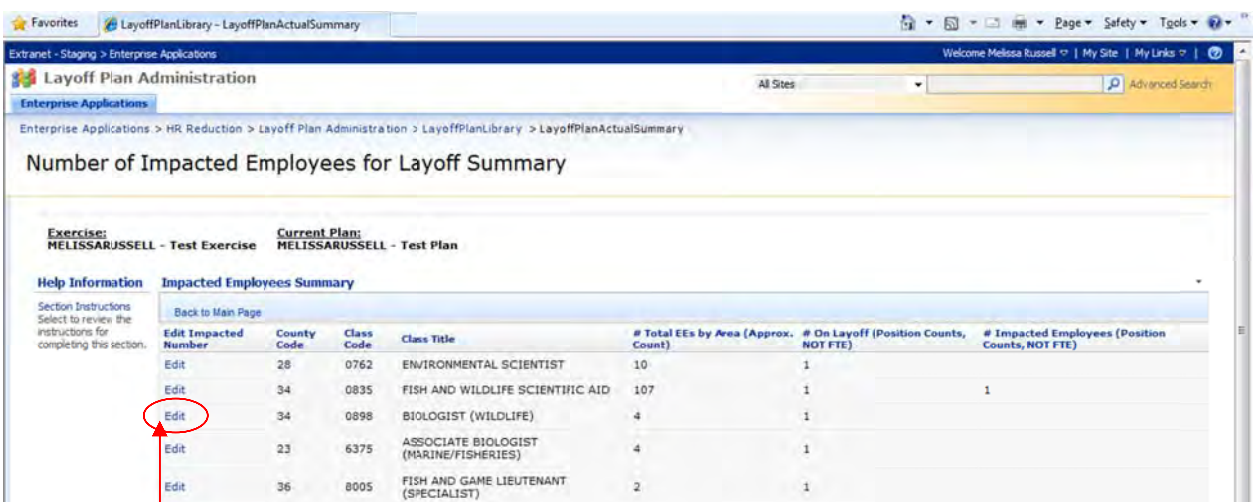
3.8 How do I tell DPA how many people will actually be laid off in each class?

Not everyone who is added to the Layoff Plan will actually be laid off. You must tell DPA how many employees in each class your Department expects to actually be laid off or demoted in lieu of layoff. This is known as the **Actual Impacted** number.

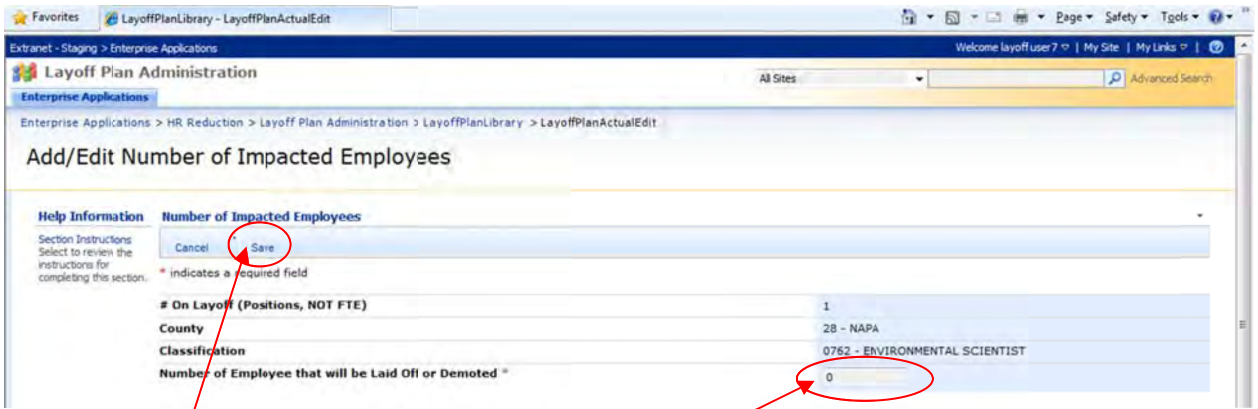
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



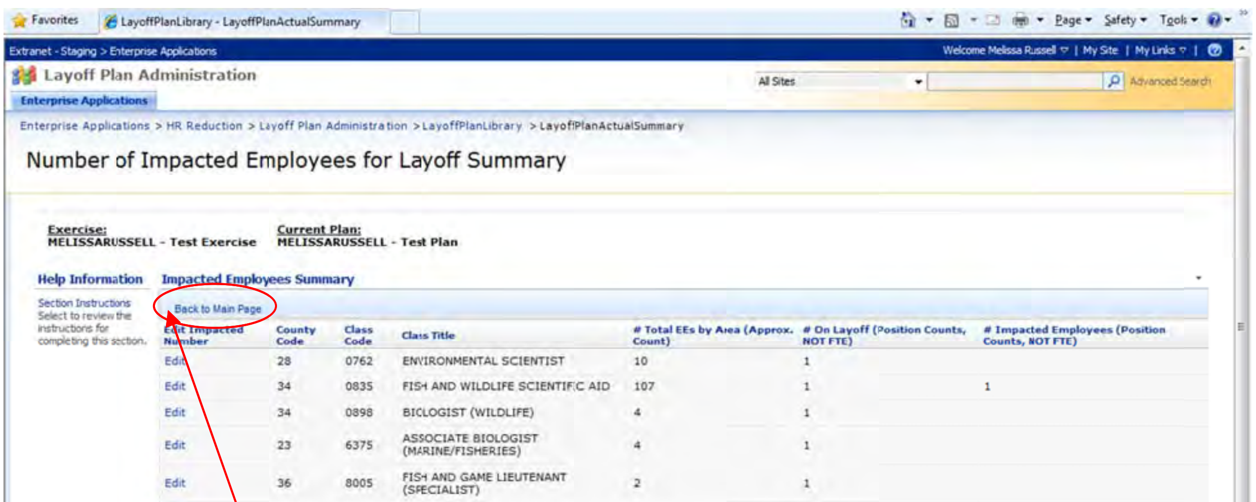
2. Click **Add/Edit Layoff Plan Number of Impacted Employees**.



3. Click **Edit** for one of the classifications listed.



4. Enter the **Number of Employees that will be Laid Off or Demoted** for that classification**.**
5. Click **Save**. You will return to the **Impacted Employees Summary** page.



6. Repeat steps 3 and 4 in this section for each classification on your plan.
7. Click **Back to Main Page** to return to the **Layoff Plan Administration** main menu.
8. Once all of the classifications on your Layoff Plan have an **Actual Impacted** number, the red note***** at the top of the **Layoff Plan Administration** main menu will disappear.

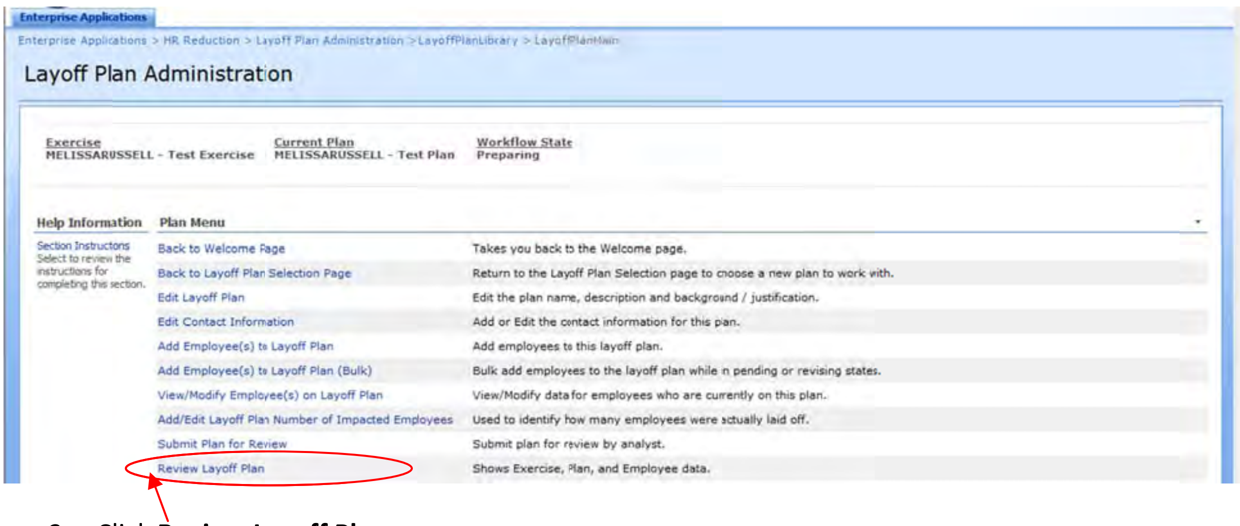
Note: If you must leave the Actual Impacted number at zero for any of the classifications on your Layoff Plan, the red note will <u>not</u> disappear. This will <u>not</u> prevent you from submitting your Layoff Plan. However, your CCD Analyst may contact you with questions about why an Actual Impacted number is zero.

3.9 How do I view a summary of my plan that I can print?

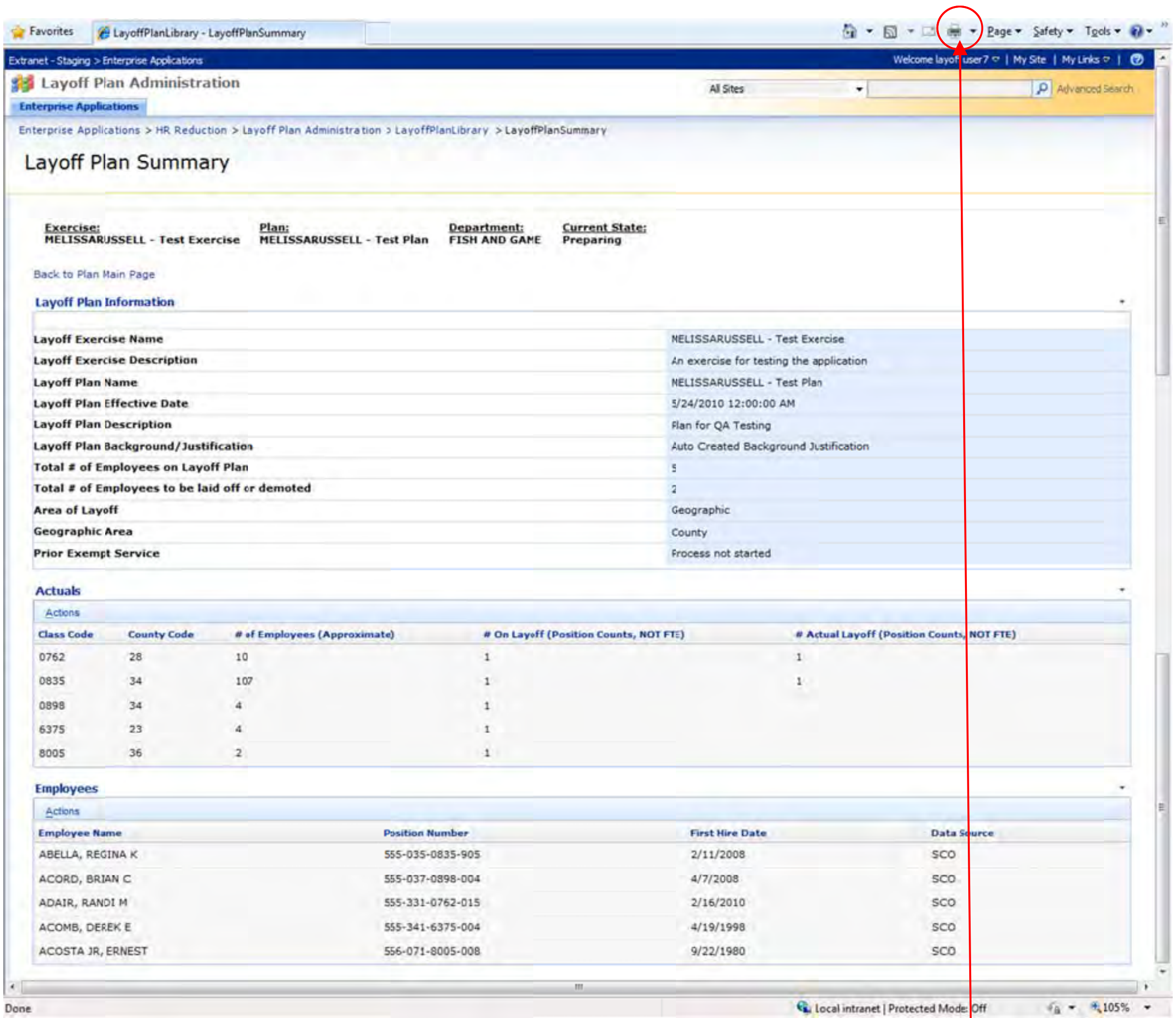
You may want to view/print a summary* of your Layoff Plan before submitting it to your CCD Analyst.

Note: The Layoff Plan Summary IS NOT identical to the Official Layoff Plan that you and your CCD Analyst will sign. The summary contains the Layoff Plan Description field, which does not appear on the Official Layoff Plan. It does not contain the Department's seniority score status certification.

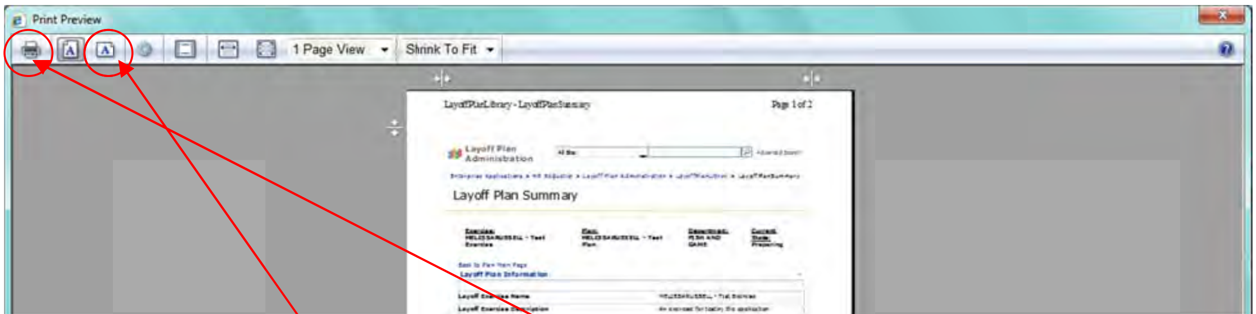
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Review Layoff Plan**.



3. A **Layoff Plan Summary** page will appear. To print the summary page, click the **Print Icon** near the top of your browser. Depending on your browser version, the Print Icon may be on the upper right or upper left side of the screen.
4. If the right hand side of the summary is cut off on the printed copy, click the **small, black, down arrow next to the Print Icon** and choose **Print Preview**.

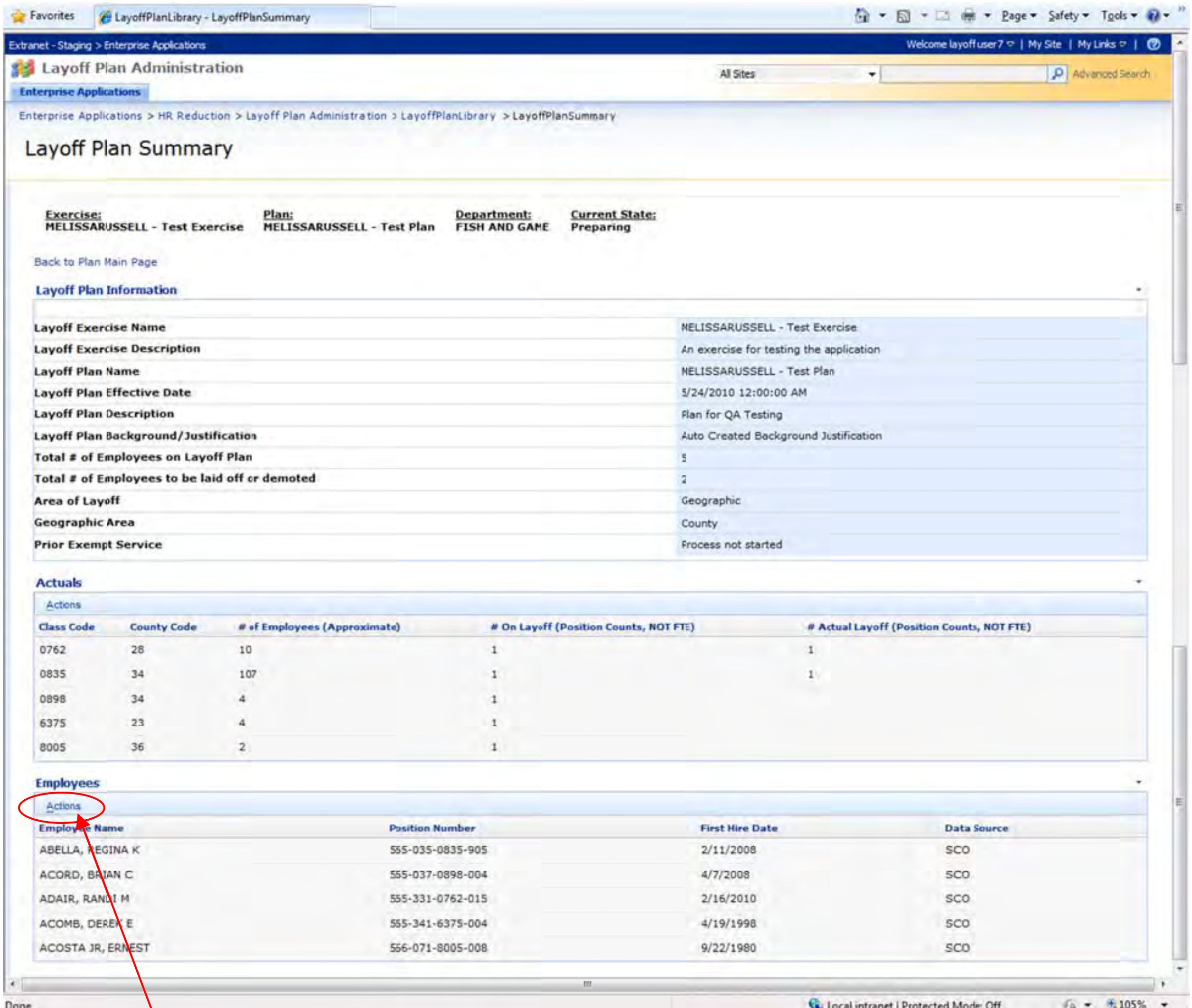


5. Adjust the view to **landscape** and click the **Print Icon** again.

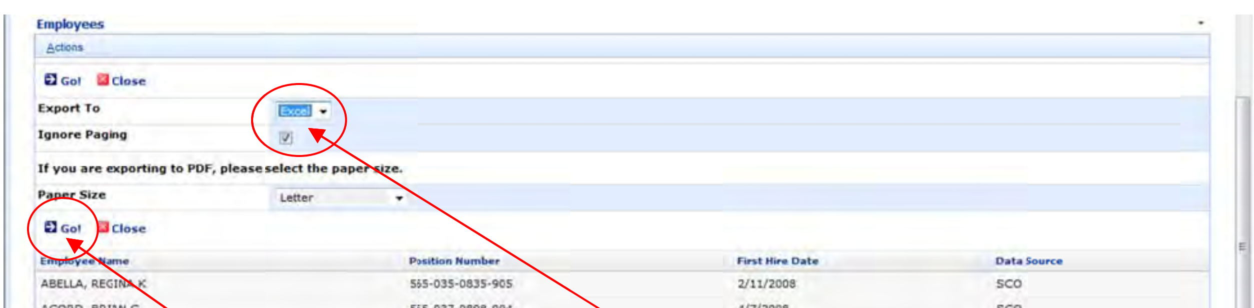
3.10 How do I get a list of employees who are on the plan?

You may want a soft-copy of the list of employees who are on the Layoff Plan.

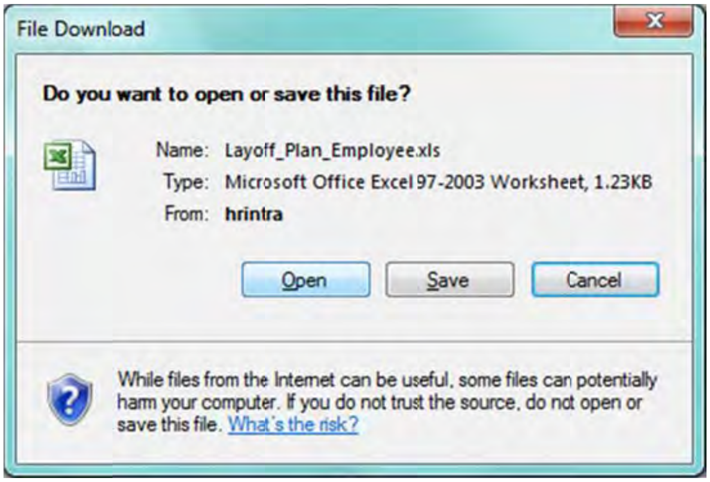
1. Navigate to the **Layoff Plan Summary** page, as described in steps 1-2 of Section 3.9.



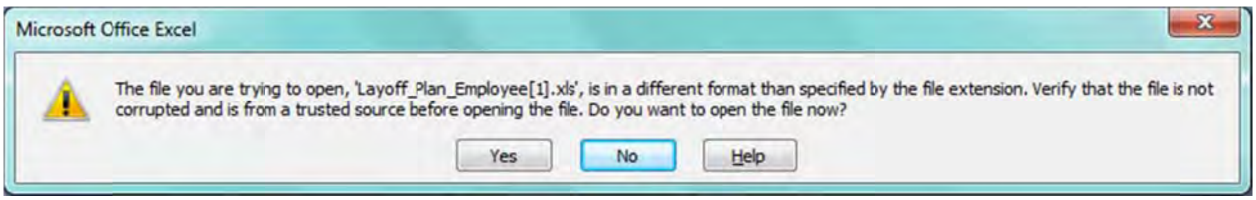
2. Click **Actions**. Choose **Export** from the small menu that pops up.



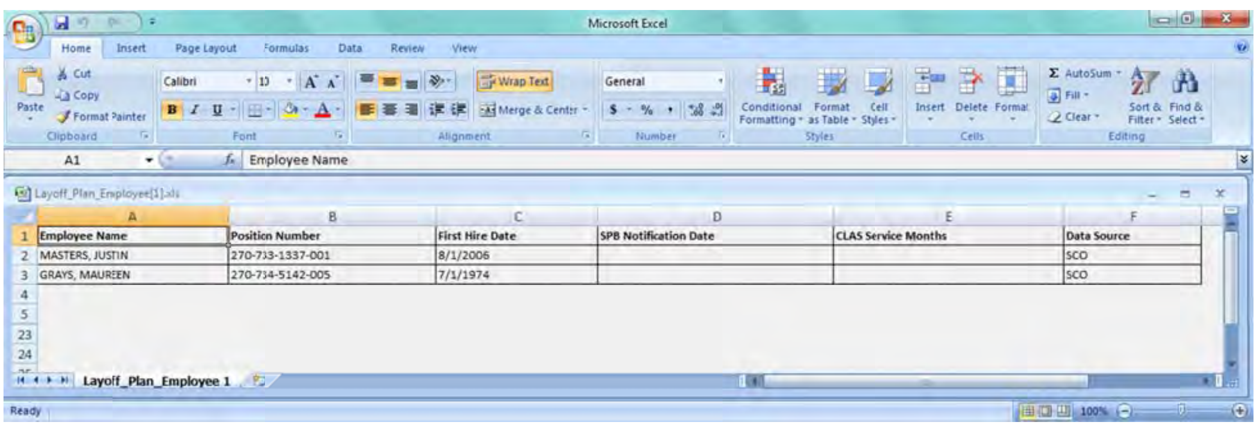
3. Choose **Excel** from the pull-down menu on the **Export To** line. Make sure the **Ignore Paging** box is checked. Click **Go!**



4. Click **Open**.



5. You may get the error message shown above. Click **Yes**.

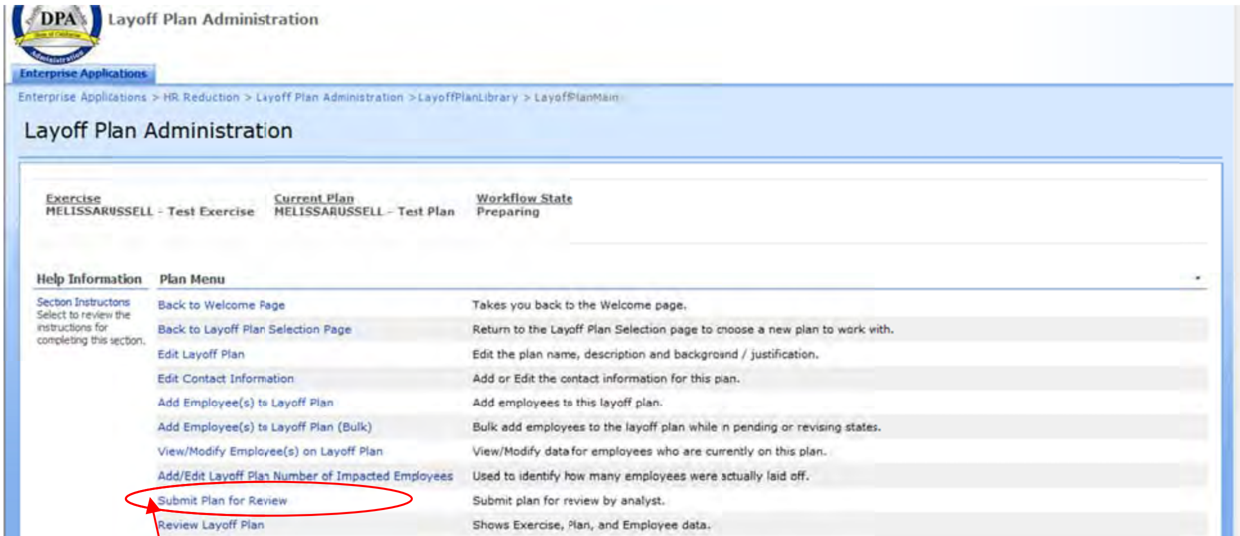


6. The **Layoff Plan Employee List** will appear in Excel.
7. You may Save the **Layoff Plan Employee List** by clicking the Windows Icon and choosing Save As.

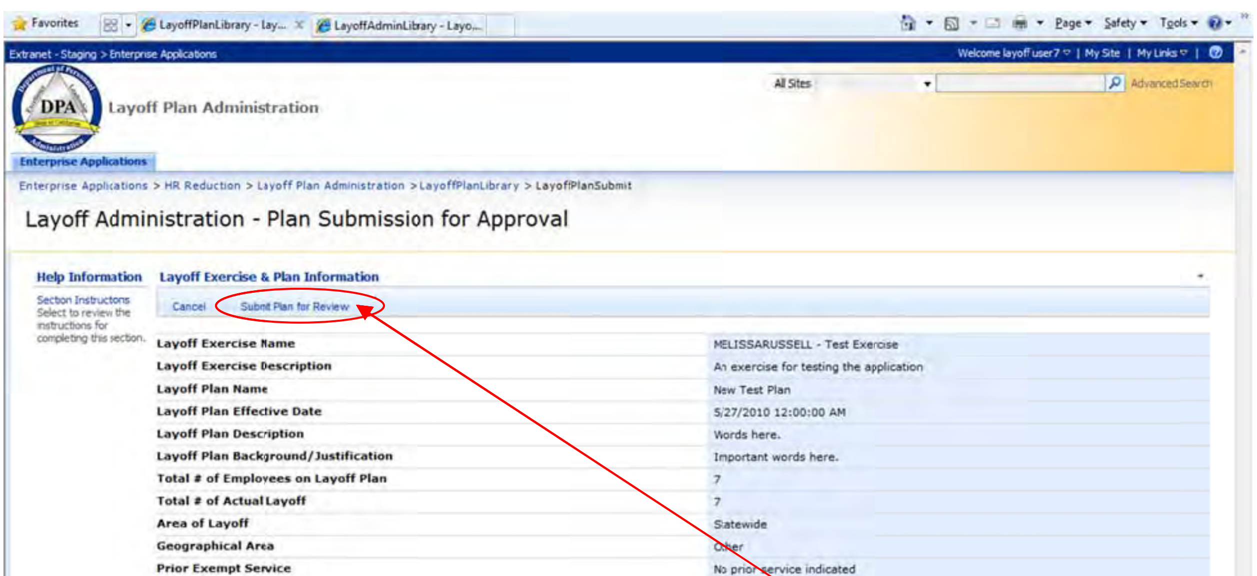
3.11 How do I submit my plan?

You must submit your plan using the Layoff Tool before your CCD Analyst can officially review and approve it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **Submit Plan for Review**.



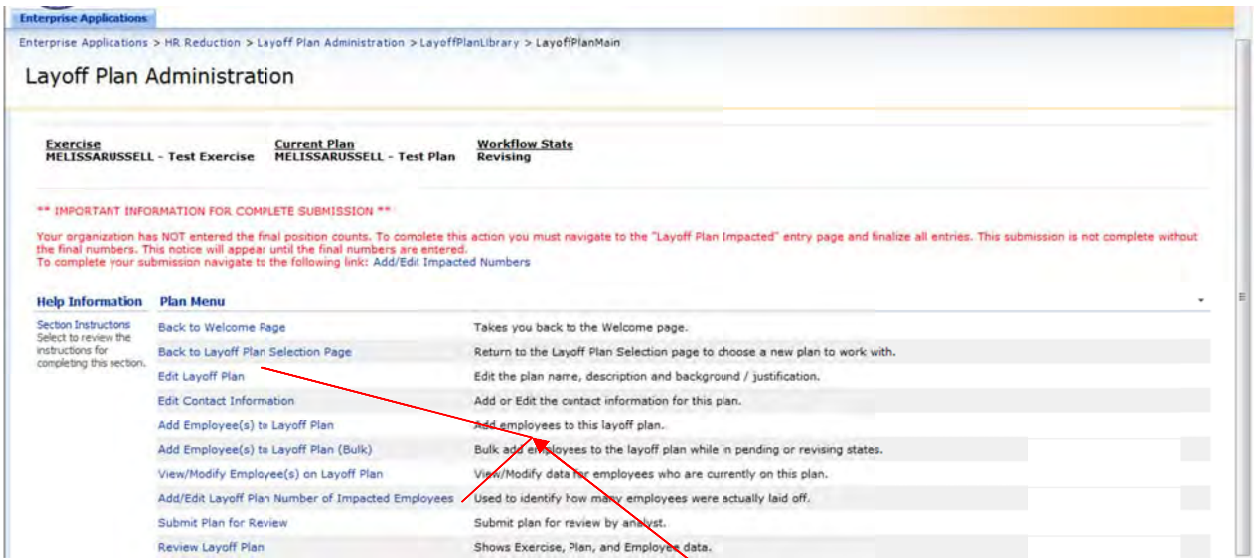
3. Make sure this is the Layoff Plan you intend to submit. Click **Submit Plan for Review**.

Note: Once you submit your Layoff Plan, you will not be able to alter it until your CCD Analyst rejects the plan.

3.12 How do I modify and resubmit my plan after it has been rejected?

Layoff Plans are rarely perfect the first time they are submitted. Your CCD Analyst may request changes. The CCD Analyst rejects your Layoff Plan, which permits you to revise it.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. You may revise any part of your Layoff Plan using the **links** on the **Layoff Plan Administration** main menu. The links work the same way they did when you were preparing your plan before you initially submitted it.
3. Resubmit your Layoff Plan by following the same steps for submission, found in Section 3.11.

3.13 How do I print, sign and return the Official Layoff Plan to DPA?

Only DPA can print the Official Layoff Plan for signatures. Departments do not have access to the Official Layoff Plan format in the Layoff Tool.

1. Your CCD Analyst will send you a copy of the Official Layoff Plan electronically, usually as a PDF attachment to an e-mail.
2. **You must print the Layoff Plan, sign it and either fax it back or scan it and return it electronically to your CCD Analyst.**
3. Your CCD Analyst will print the Official Layoff Plan that you signed and returned. He/she will sign the plan and route it for additional signatures within DPA.
4. Your CCD Analyst will Approve your Layoff Plan in the Layoff Tool.
5. Your CCD Analyst will send you an electronic copy of the fully signed Layoff Plan for your records.

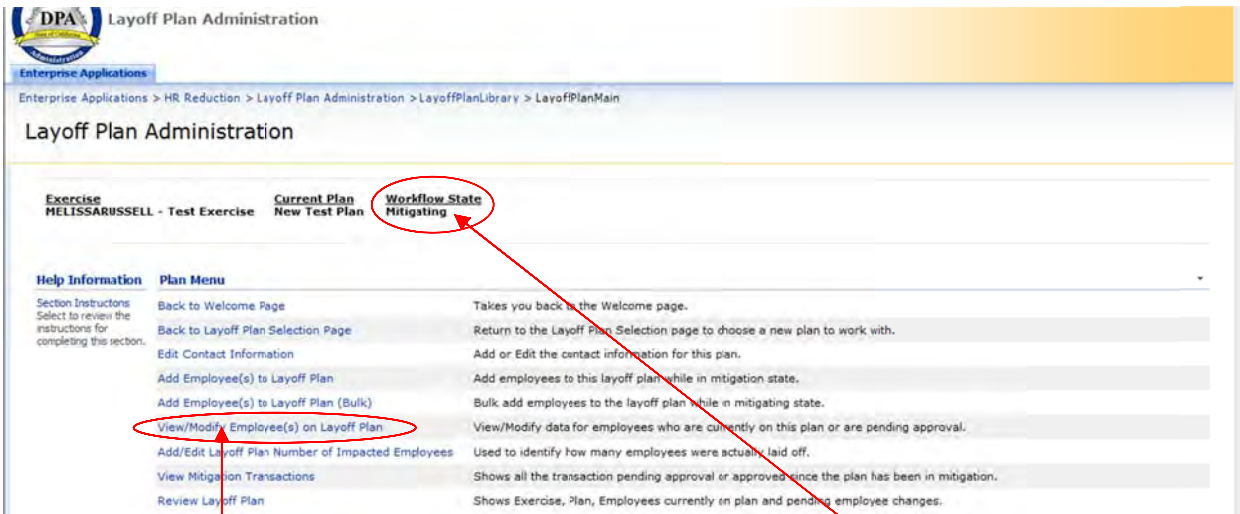
3.14 How do I "Mitigate" an employee after the plan has been approved?

After your Layoff Plan has been approved and you have begun implementing your plan, you may learn of employee movement that mitigates your approved Layoff Plan.

For example, an employee who is slated for layoff may get a job at another Department in the State.

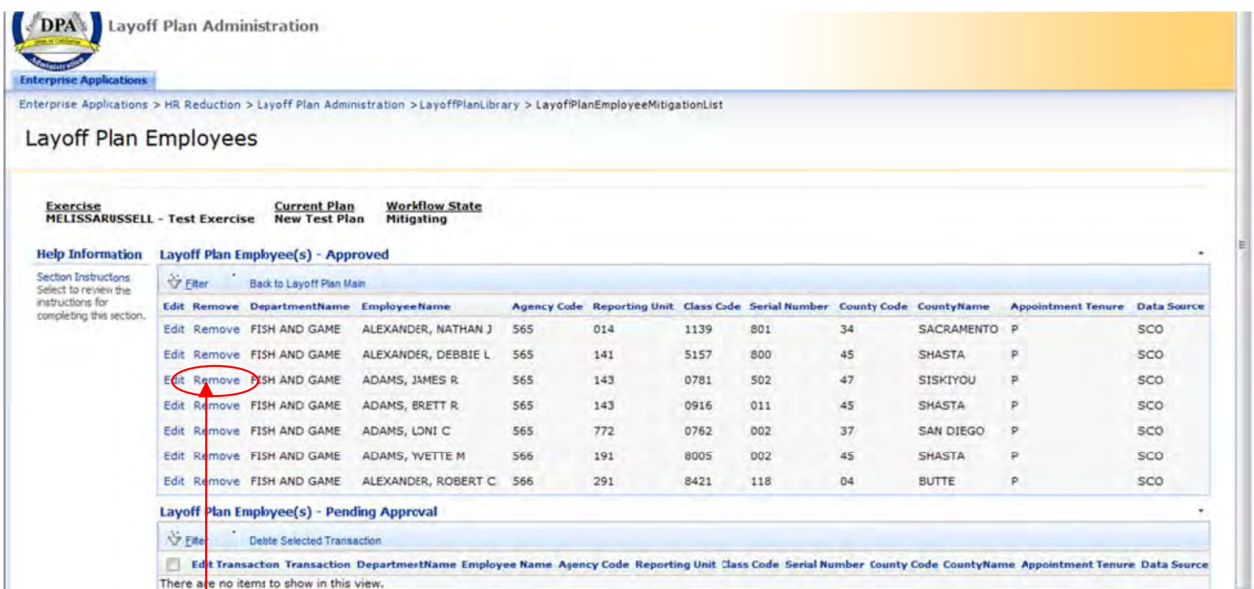
DPA requires that you record this mitigation information in the Layoff Tool.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



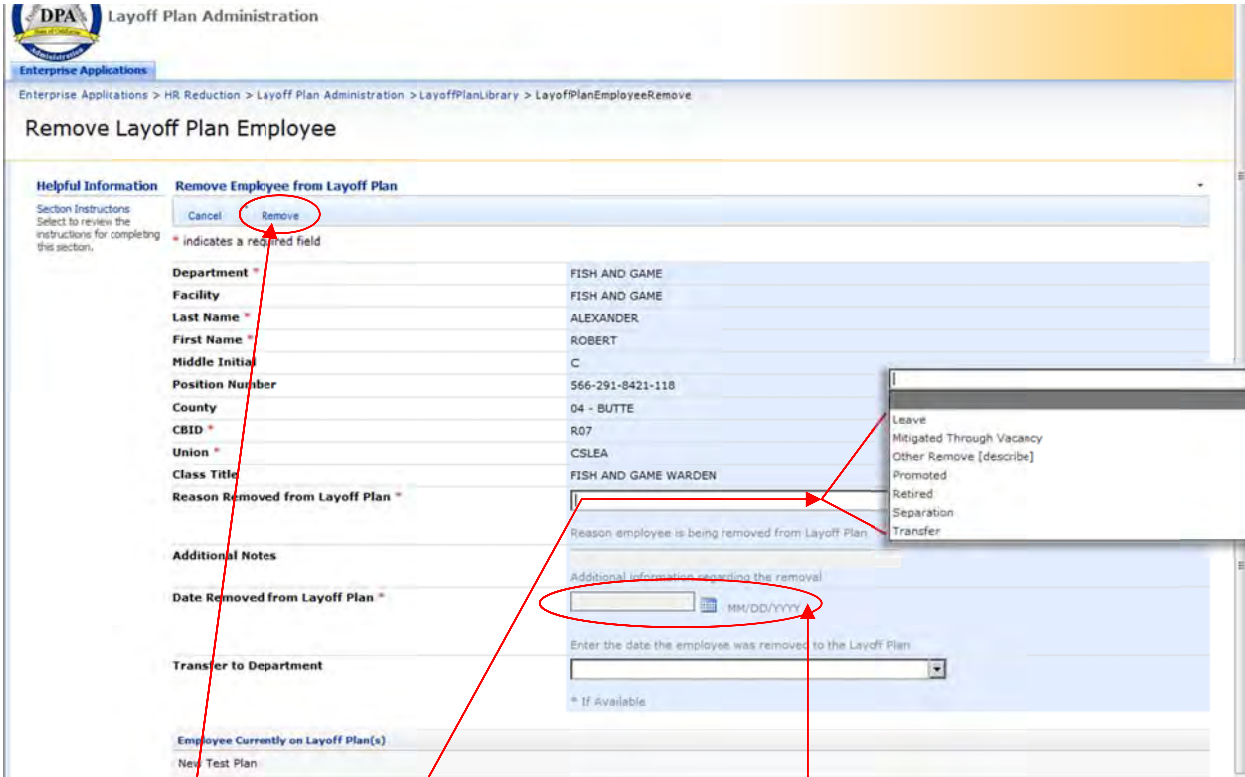
Note: When your plan has been approved, your Workflow State will say Mitigating.

2. Click **View/Modify Employee(s) on Layoff Plan**.

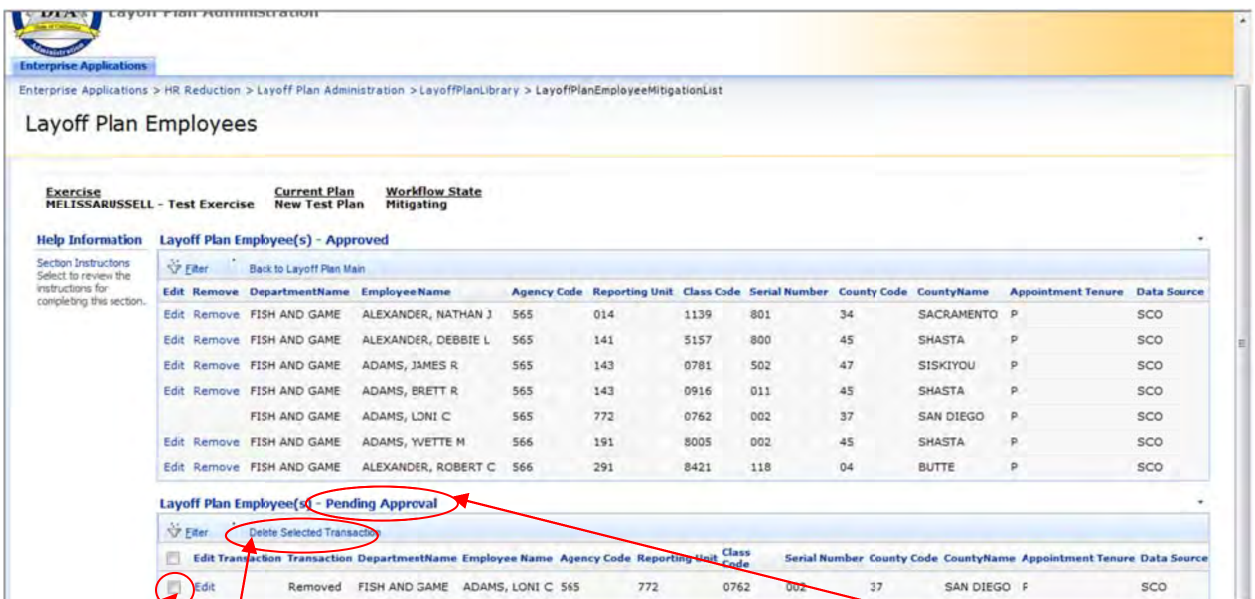


3. Click **Remove** next to the employee who should be mitigated.

Note: Each mitigation of an employee must be approved by your CCD Analyst.



4. Choose a **Reason Removed from Layoff Plan** and enter a **Date Removed from Layoff Plan**.
5. Click **Remove**.



6. The mitigation transaction you just submitted to DPA will appear on the **Pending Approval** list until the mitigation of the employee is approved by your CCD Analyst.

Note: If you mitigated an employee in error, you can check the box next to the errant name(s) and click <u>Delete Selected Transaction</u>. This will return the name(s) to the original Layoff Plan list.

3.14.1 How Can I Tell if DPA has Approved my Mitigations?

You may view the status of any submitted mitigation transaction at any time during Mitigation.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.

2. Click **View Mitigation Transactions**.

3. The Layoff Plan Mitigation Transactions page will show you the **status** of each name you submitted for mitigation.

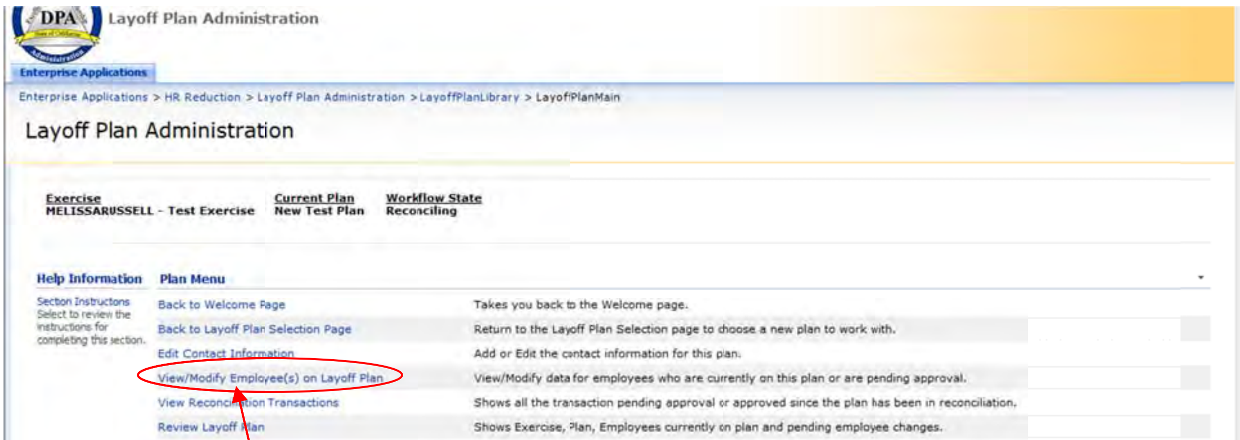
Note: Once an employee mitigation is approved, the name will no longer appear on the Layoff Plan Employee list found on the Layoff Plan Summary page (see Section 3.9 for instructions on navigating to the Layoff Plan Summary page). If you have submitted names for mitigation, but they have not been approved yet, they will appear in a separate list on the Layoff Plan Summary page.

3.14.2 How do I "Reconcile" (Close Out) a plan after the Effective Date has passed?

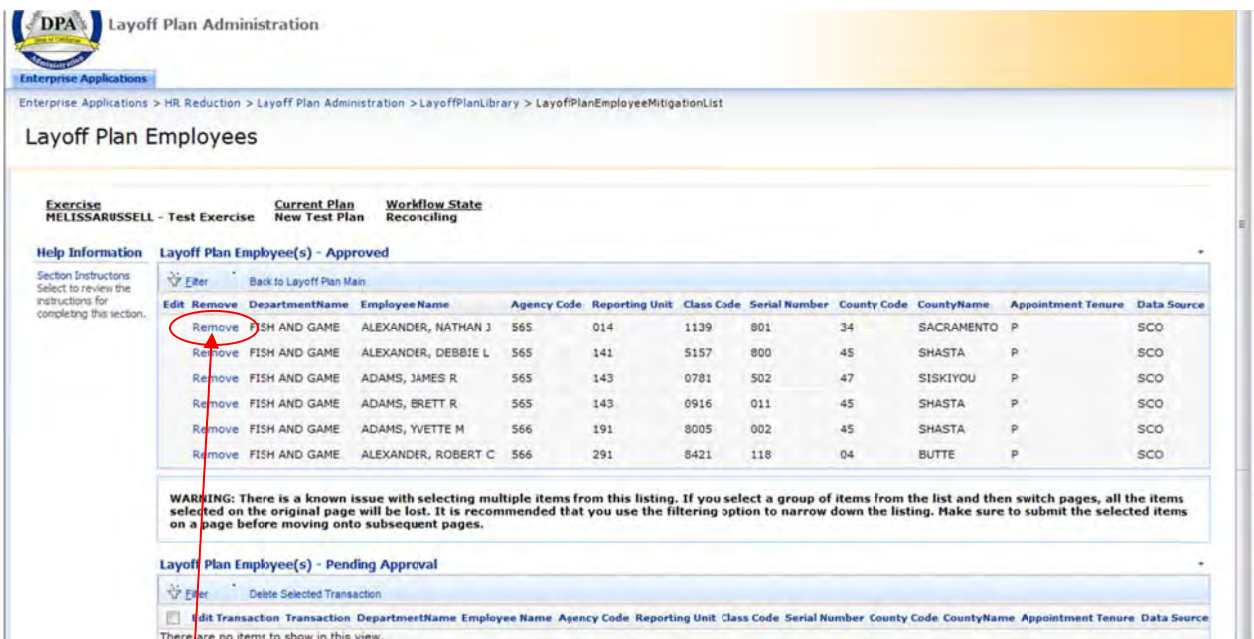
After the Layoff Plan Effective Date has passed, the plan enters the Reconciling workflow state. Departments are required to tell DPA what actually happened to each employee that was on the Layoff Plan. **The Layoff Plan is not closed until all employees on the Layoff Plan have been accounted for.**

Note: During Reconciling, you will eventually remove all remaining employees from the Layoff Plan. As with mitigation, each Reconciliation of an employee must be approved by your CCD Analyst.

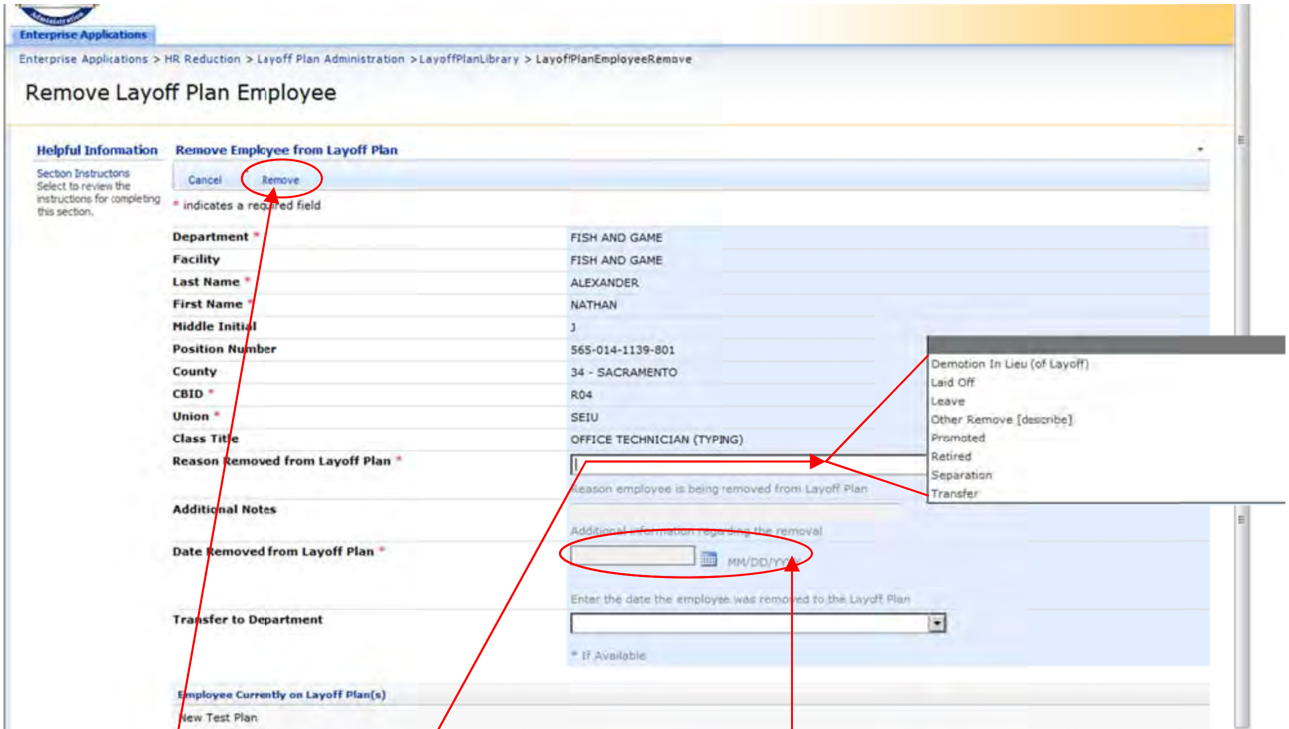
1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



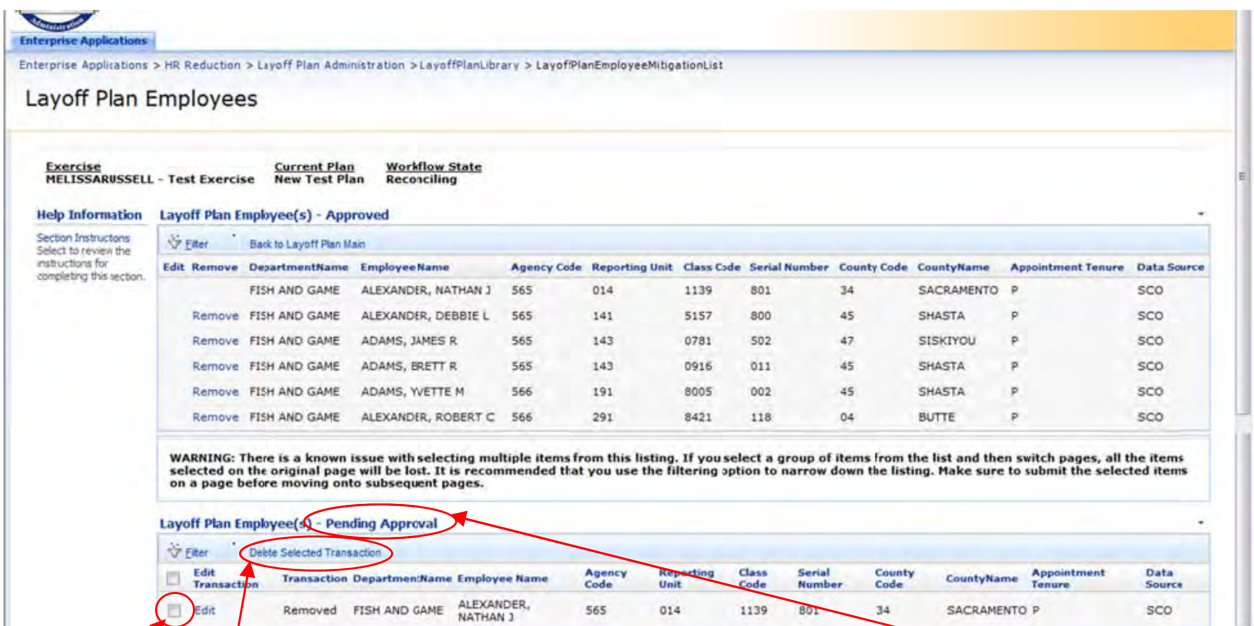
2. Click **View/Modify Employee(s) on Layoff Plan**.



3. Click **Remove** next to one of the names that need to be Reconciled.



4. Choose a **Reason Removed from Layoff Plan** and enter a **Date Removed from Layoff Plan**.
5. Click **Remove**.



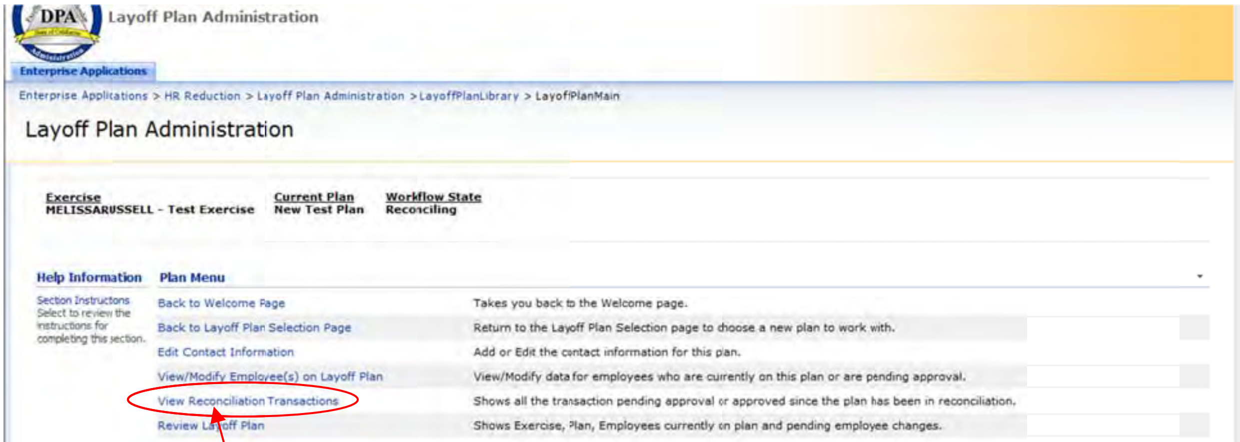
6. The reconciliation transaction you just submitted to DPA will appear on the **Pending Approval** list until the reconciliation of the employee is approved by your CCD Analyst.

Note: If you reconciled an employee in error, you can check the box next to the errant name(s) and click <u>Delete Selected Transaction</u>. This will return the name(s) to the original Layoff Plan list.

3.14.3 How Can I Tell if DPA has Approved my Reconciliations?

You may view the status of any submitted reconciliation transaction at any time during Reconciliation.

1. Navigate to the **Layoff Plan Administration** main menu, as described in steps 1-4 of Section 3.4.



2. Click **View Reconciliation Transactions**.

3. The Layoff Plan Mitigation Transactions page will show you the **status** of each name you submitted for reconciliation.

Note: Once an employee reconciliation is approved, the name will no longer appear on the Layoff Plan Employee list found on the Layoff Plan Summary page (see Section 3.9 for instructions on navigating to the Layoff Plan Summary page). If you have submitted names for reconciliation, but they have not been approved yet, they will appear in a separate list on the Layoff Plan Summary page.